



**National
Foreign
Assessment
Center**

A Style Guide for Intelligence Publications

Second Edition

*PP 78-10001
August 1978*

A Style Guide for Intelligence Publications
(Second Edition)

This guide supersedes the first edition (PP 77-10001), issued in August 1977. The new edition provides updated instructions for English usage in publications of CIA's National Foreign Assessment Center. The purpose of the guide is to set a common and consistent style for issuances which are produced by a number of separate NFAC Offices and staffs but which generally are processed centrally in the NFAC Publications and Presentations Group.

The basic reference for spelling, compounding, and other instructions in this guide is the *Style Manual* of the US Government Printing Office, dated January 1973. Many of the GPO rules applicable to CIA publications are summarized in this guide and are occasionally amended to fit the needs of intelligence issuances. Those GPO rules not carried over into this guide are nevertheless applicable in any question of usage not covered herein that arises in NFAC publications. Other style references consulted in preparing this guide included those of press services, major newspapers, publishing organizations, and various past and present Offices of CIA.

The GPO's authority for spelling common words is *Webster's Third New International Dictionary*, published by the G. & C. Merriam Company. That dictionary or the more up-to-date abridgments of it (which are entitled *Webster's New Collegiate Dictionary*) are the authorities for the preferred spellings listed in this guide that were not found in the GPO manual. The authority for word division (hyphenation of words at the ends of lines) is the special supplement for that purpose issued by the GPO.

In NFAC publications the spelling of geographic names follows the advice of the Office of Geographic and Cartographic Research, which implements for CIA the judgments of the US Board on Geographic Names. The authority for the spelling of names of persons and organizations is the Office of Central Reference. Procedures for consulting these Offices are explained at the end of chapter 6.

This style guide is organized roughly along the lines of its GPO equivalent. It has chapters on capitalization, numbers, abbreviations, italics, punctuation, spelling, and compound words. The three chapters on the last two subjects include sizable lists of preferred forms of spelling and compounding. They are at the end of the guide, for easy reference.

We welcome comments and queries regarding this style guide, which takes account of the feedback occasioned by the first edition. They may be directed to the Senior Editor, Publications and Presentations Group, National Foreign Assessment Center, room 7G30, CIA Headquarters. These comments will be taken into account in the next edition of the guide.

Contents

	<u>Page</u>
1 - Capitalization	1
Common Nouns in Proper Names	1
Derivatives of Proper Names	1
Particles in Proper Names	2
Names of Organized Bodies	3
Government Bodies	3
Military Forces	4
International Organizations	5
Diplomatic and Consular Units	5
Political Parties	6
Religious Terms	6
Political Philosophies	7
Communism	7
Non-Communist Philosophies	7
Communist Jargon	8
Geographic Terms	8
Nationalities, Tribes, and Other Groups of People	9
Coined Names	10
Trade Names	10
Titles of Persons	11
Before the Name	11
After or In Place Of the Name	12
Publications	14
Titles	14
Historic Documents	14
Foreign Titles	14
Shortened Titles	14
Graphics, Tables, Chapter Titles	15
Cross-References	15
Table Headings	15
Indented Bullet or Dash Paragraphs	16
2 - Numbers	17
Basic Rules	17
Numbers of 10 or More	17
Numbers Under 10	17
Mixes of Numbers Above and Below 10	17
Ordinal Numbers	18
Special Rules	18
Indefinite Numbers	18
Millions and Billions	19
Figures of 1,000 or More	19
Numerical Unit Modifiers	20

	<u>Page</u>
Possessive Case	20
Ranges of Numbers Below the Millions	20
Ranges of Numbers in the Millions	21
Numbers in Tables and Graphics and for Pages, Paragraphs, and Footnotes	21
References to Numbers as Numbers	21
References to Numbers in Nonliteral Sense	22
Decimals	22
Fractions	22
Mixed Numbers	22
Expressions of Value	23
US Dollars	23
Foreign Money	23
Percentages and Times Phrases	24
Percentage	24
Times Phrases	25
Expressions of Time	25
Ages of Persons	25
Ages of Inanimate Things	26
Dates	26
Years	26
Decades	28
Centuries	28
Clock Time	28
Other Time Expressions	29
Units of Measure	29
Metric System	29
Factors for Converting to Metric Units of Measure	30
Figures With Units of Measure	31
Other Number Rules	31
Numbers Close Together	31
Ratios, Odds, Scores, Returns	32
Indefinite Expressions Using Figures	32
 3 - Abbreviations	33
When To Spell Out	33
First Reference	33
Subsequent References	34
Well-Known Abbreviations	34
Foreign Terms	34
Explanation Following	34
Incomplete or Possessive References	34
Plural Forms	34
Abbreviations With Unusual Forms	34
MIRVs	35
SALT, MBFR	35

	<u>Page</u>
Country Names Not Abbreviated	35
Country Names Abbreviated	36
Long Names	36
US	36
UK	37
USSR	37
China	37
Titles of Persons	37
Civil or Military	37
Complimentary	38
Latin Abbreviations	39
Other Abbreviations To Avoid	39
Political Subdivisions	39
Months and Days	39
Percent	39
Units of Measure	39
Ambiguous Abbreviations	40
4 - Italics	41
Prominence or Emphasis	41
Titles	41
Foreign Words	42
Anglicized Words	42
Familiar Foreign Words	42
Other Foreign Words	43
Titles of Publications	43
Names of Organizations	44
<i>Imeni</i> in Russian Names	45
Cited Letters, Words, and Phrases	45
Format	46
Names of Craft	46
5 - Punctuation	47
Apostrophe	47
Possessives	47
Plurals	50
Brackets	51
Bullet	51
Colon	52
Comma	53
Dash (or Em Dash)	57
Ellipsis	58
En Dash	58
Exclamation Point	59
Hyphen	59
Parentheses	59

	<u>Page</u>
Period	61
Question Mark	61
Quotation Marks	61
Double Quotation Marks	61
Single Quotation Marks	63
Punctuation With Quotation Marks	63
Terms Precluding Need for Quotation Marks	64
Semicolon	64
Virgule	65
 6 - Spelling	67
Preferred and Difficult Spellings	67
Americanized Spelling of British Terms	70
Anglicized Foreign Words	70
Plural Forms	71
O Endings	71
Compound Terms	71
Other Difficult Plurals	72
Endings -yze, -ize, and -ise	73
Endings -sede, -ceed, and -cede	73
Endings -ible and -able	73
Doubled consonants	74
Indefinite Articles	76
Geographic Names	77
Names and Titles of Persons and Organizations	78
 7 - Compound Words	79
General Rules	79
Separate Words	79
Joined or Hyphenated	79
Derivatives	79
Solid Compounds	79
Unit Modifiers	81
Hyphenated	81
Unhyphenated	82
Predicates	83
Comparatives and Superlatives	83
Adverbs Ending -ly	83
Three-Word Modifiers	84
Foreign Phrases	84
Proper Nouns	84
En Dash in Proper Noun Compounds	84
Quotation Marks	85
Chemical Terms	85
Letter or Number Element	85
Common Basic Elements	85

	<u>Page</u>
Prefixes and Suffixes	86
Unhyphenated	86
Hyphenated	86
Numerical Compounds	88
Other Compound Words	89
8 - Guide to Compounding	91

1 - Capitalization

1.1 - This chapter summarizes GPO capitalization rules applicable to CIA needs. These rules have been adapted and expanded as necessary.

Common Nouns in Proper Names

1.2 - Capitalize a common noun when it forms part of a proper name but not when it is used alone as a substitute for the name of the place or thing or when it becomes separated from the rest of the name by an intervening common noun or adjective.

Atlantic University, the university
Quebec Province, Quebec separatist province

This rule does not apply to certain well-known short forms of specific proper names. For example:

the British Commonwealth, the Commonwealth
the Panama [or Suez] Canal, the Canal
the Golan Heights, the Heights
the English Channel, the Channel
the Church of England, the Church

A noun common to two or more proper names is capitalized in the plural form when preceded by the proper adjectives in those names.

Montgomery and Prince Georges Counties
Atlantic and Pacific Universities
Baltic and Black Seas

Derivatives of Proper Names

1.3 - Do not capitalize derivatives of proper names used with acquired independent meanings.

diesel engine	roentgen examination
roman type	venetian blinds
italic type	plaster of paris
pasteurized milk	anglicized words

but:	degrees Fahrenheit	degrees Celsius
	Doppler effect	Plimsoll line
	Morse code	Marxism
	Gaullist policies	Leninist doctrine
	Castroite sympathies	neo-Stalinism

Particles in Proper Names

1.4 - Capitalize the definite article, or its equivalent in a foreign language, when it is used as part of an official name or title. When such a title is used as an adjective, an uncapitalized *the* is used and, despite the redundancy, may precede a capitalized non-English equivalent.

The Hague, but the Second Hague Conference

El Salvador, but the El Salvador situation

The Bahamas, but the Bahamas Tourist Office

A capital *T* is also used for *The Gambia* but not for *the Vatican*. For some country names the definite article is used but is not capitalized because it is not part of the official name (for example, the United Kingdom, the United States, the USSR) or because the convention has been to use a lowercase *t*, as in:

the Netherlands (The proper adjective is *Dutch* or *Netherlands*; the people are called the *Dutch* or the *Netherlanders*.)*

the Philippines (The proper adjective is *Philippine*; the people are called the *Filipinos*.)

There is no *the* in *Congo, Sudan*, or, unless you are writing about the desert, *Sahara* (properly called *Western Sahara*).

1.5 - In foreign names of European origin, capitalize such particles as *d'*, *de*, *della*, *den*, *du*, *van*, and *von* unless they are preceded by a forename or title.

Van Agt, Prime Minister van Agt, Andreas van Agt

De los Reyes, Professor de los Reyes, Domingo de los Reyes

* See the table "Nouns and Adjectives Denoting Nationality" on pages 258-260 of the GPO Style Manual. Similar information is given in the entries following "PEOPLE . . . Nationality" under the country names listed alphabetically in the National Basic Intelligence Factbook. The Factbook, which is issued semiannually by the Office of Geographic and Cartographic Research, also lists official country names.

In certain non-European names, particles are often dropped when the family name alone is used.

Anwar al-Sadat, but President Sadat

Mohammad Zia-ul-Haq, but General Zia

Anglicized versions of foreign names vary* in the matter of retaining or dropping particles and in the use of capital letters. In any personal name the preference of the individual, if known, should be followed. Our authority for the spelling of personal names is the Office of Central Reference. (See paragraph 6.24.)

Names of Organized Bodies

1.6 - Government Bodies. Capitalize the full proper name of a national government body as well as the shortened form of a proper name.*

the British Parliament, the Parliament, Parliament

the Argentine Congress, the Congress
(but the Argentine legislature, the legislature)

the French Senate, the Senate, the upper house

the Soviet Council of Ministers, the Council of Ministers

the British Cabinet, the Cabinet, the Labor Cabinet
(but the Conservative shadow cabinet)

the Ministry of Economy, the Ministry; but a proposed department of health, the proposed department, various departments, several ministries, the economic ministries, the foreign service, the civil service

the US Government, the British Government, the French and British Governments; but the government (shortened form always lowercased),

* Capitalize *Congressional* in any reference to the US Congress (Congressional elections, investigations, etc.) but otherwise lowercase this and other adjectival forms of words referring to government bodies unless they are part of an official name or title: *Congressional [Departmental, Ministerial] Liaison Office[r]*, but *congressional* [referring to a foreign legislature] action, parliamentary elections, departmental policy, ministerial reaction.

these governments, the Callaghan government, the Labor government, the European governments; the executive, legislative, and judicial branches of government; the Carter administration, the administration; the Fukuda administration

One of the lowercase formulations is usually more appropriate when referring to a government in a diffuse or less-than-formal sense.

The Japanese Government conferred on him the Order of the Rising Sun.

but: Officials in Tokyo insist that the government alone cannot solve the problem of trade imbalance.

He has lived in the capital and worked for the government all his adult life.

For a subnational government body, capitalize only a full proper name and avoid shortened forms that might be confused with national equivalents.

the Maryland House of Delegates, the state legislature [*not* the House]; the Quebec Parliament, the provincial parliament; the Jerusalem Municipal Council, the council, municipal councils all over Israel

1.7 - Military Forces. Capitalize the full proper name (or reasonable translations and approximations of the proper name) of a military force or service as well as the shortened form of that name.

the Egyptian Army, the Army, an Army engineer; but Egyptian artillery units; army, division, or regiment level

the Soviet Navy, the Navy, a Navy officer; but Soviet naval forces, a naval officer

the People's Liberation Army, the Army, the PLA; but Chinese ground forces*

* In the USSR the service called the Army in other countries is properly called the Ground Forces and is one of four coequal arms of the armed forces, along with the Strategic Rocket Forces, the Navy, and the Air Force. The term Army with an uppercase A would therefore be inappropriate for the Soviet Union.

the Royal Air Force, the Air Force, the RAF,
an Air Force pilot

the Strategic Rocket Forces, the SRF (*not the
Forces*)

This rule does not apply to individual units in the matter
of capitalizing the shortened form of the name.

the 3rd Army, the army
the 7th Fleet, the fleet
the 28th Division, the division

Nor does it apply to a reference, other than a proper name,
to military services as a group, or to a general reference
to one kind of service in the plural form.

the Soviet armed forces
the British military establishment
the infantry, the artillery, the submarine forces
US naval forces
the East European air forces
the navies of the Mediterranean NATO members

but: the East German and Czechoslovak Air Forces,
the Greek and Turkish Navies [specific services
referred to by proper names in plural form (see
paragraph 1.2)]

1.8 - International Organizations. Capitalize the full
proper name (and the shortened form) of an international
organization and its subelements.

the UN General Assembly, the Assembly
the International Bank for Reconstruction
and Development, the Bank, the IBRD

1.9 - Diplomatic and Consular Units. Capitalize the
full or shortened name of a specific embassy, mission, or
consulate, but not those words when used generally.

the British Embassy, the Embassy, an Embassy guard
the US Mission, a spokesman for the Mission
the French Consulate, the Consulate, during
Consulate hours

but: reports from African embassies
employees skilled in consulate operations
members of diplomatic missions
US embassy guards in the Communist states

1.10 - Political Parties. Capitalize the full or shortened name of a political party but do not capitalize the word *party* standing alone.

the Communist Party of the Soviet Union, the
Soviet Communist Party, the party, the CPSU
the Chinese Communist Party, the party, the CCP
the Italian Socialist Party, the Socialist Party,
the PSI
the Christian Democratic Union, the party, the CDU
the British [or Australian, or New Zealand] Labor*
Party, the party, Labor (as in "Labor's chances
for reelection")

Religious Terms

1.11 - Capitalize the names of religions, religious bodies, and the terms for their adherents and writings.

Christianity	Judaism	Talmudic scholar
Methodist Church	a Jew	the Koran
an Episcopalian	the Bible	Koranic law
Catholicism	Biblical text	Islam
a Protestant	the Talmud	a Muslim

Do not capitalize such terms when they are used in a nonreligious sense.

This style guide, which should be the bible for intelligence writers, attempts to be catholic in its approach to English usage.

1.12 - The terms for and titles of religious leaders are governed by the same rules given under "Titles of Persons." Titles are always capitalized preceding a name and are capitalized following the name or when used alone in reference to the person to whom the title belongs.

Bishop Alton . . . the Bishop;
but: consecration of a bishop

Rabbi Schonfeld . . . the Rabbi;
but: meeting of Canadian rabbis

Pope Paul . . . the Pope;
but: election of a pope; future popes

* Note that we always use, even in proper names, the American spelling for English words spelled differently in the British Commonwealth.
(See paragraph 6.3.)

Political Philosophies

1.13 - Communism. Capitalize the words *Communist* and *Communism* when referring to any part, adherent, or aspect of the Communist movement, whether referring to a form of government, a nonruling party, or even a Communist party that does not have one of these words in its name. The derivatives, including the opposites, of these words must also have a capital C.

ruling Communist party or parties
the Communist countries
a non-Communist country
a Communist ruling party called the Socialist
Unity Party
a Communist opposition party called the
People's Party
conference of European Communist parties
anti-Communist movement
a group dedicated to anti-Communism
a pro-Communist organization
pre-Communist China
but Eurocommunism

1.14 - Non-Communist Philosophies. Capitalize in accordance with the parties' own names the words referring to members of organized parties but do not capitalize words referring to non-Communist political philosophies and their adherents.

a Socialist, a Liberal, a Laborite, a Conservative,
a Tory, a Social Christian, a Christian Socialist
(all party members)

A British socialist is likely to be a member
of the Labor Party.

The insurgent nationalists are hoping for
support from one of the Communist states.

The socialist parties of Western Europe
include the British Labor Party and the
West German Social Democratic Party.

The liberal parties of the EC do not all
have the word *liberal* in their names.

An exception is made for *Christian Democracy* (and for *Christian Democrat* and *Christian Democratic*). The D, as well as the C, is always uppercased.

1.15 - Communist Jargon. The Communist countries and parties often call themselves "Socialist" or "socialist." In paraphrasing Communist statements, put such references in quotation marks. The same applies to *imperialism* and *imperialist* (and to *anti-imperialism* and *anti-imperialist*), which are terms the Communists use in describing their opponents (and those who oppose these opponents).

Geographic Terms

1.16 - A geographic term used to denote mere direction or position is not a proper name and is not capitalized.

north, south, east, west
northerly, eastward, western
east coast, southern France, central Europe*

1.17 - Geographic terms often become part of a proper name for a definite region, locality, or geographic feature and are capitalized.

the West, the East, Western countries,
East-West dialogue

the Western Hemisphere

the Continent (meaning continental Europe)
but the contiguous [or conterminous] United
States (meaning the first 48 states)
and the continental United States (meaning
the first 48 states plus Alaska)

North and South, capitalized, are often used as abbreviations of the two Koreas or to refer, respectively, to the developed and underdeveloped nations, as in "the North-South dialogue."

1.18 - Some capitalized geographic terms are used to divide the world into groups of countries for purposes of intelligence reporting.

Middle East [preferred over <i>Near East</i>]; Middle Eastern [avoid <i>Mideast</i> and its derivatives]	South Asia East Asia [preferred over <i>Far East</i> (but the Soviet Far East)]
--	--

* The C in Central Europe is capitalized in certain contexts referring to a potential area of conflict between the North Atlantic Treaty Organization and the Warsaw Pact.

North Africa	Western Europe;
Sub-Saharan Africa	West European
West Africa	Eastern Europe;
East Africa	East European
but southern Africa [South Africa refers only to the republic]	Latin America Middle America Central America

Some countries fall into more than one category, depending on the context. In some reports, countries logically belonging in a geographic category are grouped separately by some other criterion, such as membership in NATO or the Warsaw Pact. Often the Communist countries are arbitrarily separated from the East Asia category for purposes of reporting economic statistics. The Arab states are frequently treated as a group in papers on the Middle East. And the terms *Middle America* and *Central America* are not synonymous. Be careful, therefore, to explain any such groupings or any deviations from normal geographic categories in a foreword, preface, or introductory footnote. (See also paragraphs 6.21-6.23, concerning guidance in spelling geographic names.)

Nationalities, Tribes, and Other Groups of People

1.19 - Capitalize the names of racial, linguistic, tribal, and religious (see also paragraph 1.11) groupings such as the following.

Amerindian	Hottentot	Mormon
Arab	Indian	Negro
Aryan	Indo-European	Negroid
Asian	Jewish	Nordic
Berber	Magyar	Oriental
Bushman	Malay	Polynesian
Caucasian	Maori	Protestant
Caucasoid	Mongol	Pygmy
Colored*	Mongoloid	Walloon

1.20 - Do not capitalize the following terms based on racial origin, size, and local or other usage.

aborigine	bushman (general sense)	overseas Chinese
animist	mestizo	pygmy (general sense)
black	mulatto	white

Such terms with offensive connotations should never be used.

* The capitalized term Colored is used in reporting on South Africa and other white-populated areas of Africa. Except in the way it is spelled here (see paragraph 6.3), the term conforms to local usage.

Coined Names

1.21 - A coined name or short form for a military, economic, political, or other grouping is capitalized.

the Pact (for the Warsaw Pact), Pact countries	the Intelligence Community
the Alliance (for NATO)	the Third World
the Community(ies), the EC Nine, or the Nine	the Group of 77
the Bloc (for the Soviet Bloc)*	the New Left
the Free World*	the Frontline States
	the Gang of Four
	but the establishment

Names of holidays and religious feasts and the names used to designate historic events are also capitalized.

the Holocaust	New Year's Day
the Feast of the Passover	the Renaissance
the Depression	the Cold War
the Great Leap Forward	World War II
the Cultural Revolution	the October War**
	the Six-Day War**

Trade Names

1.22 - Trade names (see examples beginning on page 57 of the GPO *Style Manual*) should be capitalized or, if inappropriate, replaced with a generic term.

tracked vehicles (unless they have genuine Caterpillar treads)

fiberglass (unless it is Owens-Corning Fiberglas)

* There is no more Sino-Soviet Orbit (or Bloc). It is risky to refer to a Soviet Bloc, although on rare occasions it may be appropriate. The term *Free World* is vintage 1950s. Such terms should be replaced with more appropriate modifiers: *Communist* or *non-Communist*; *Eastern* or *Western*; *Soviet-aligned*; *Japanese*; *West European*; *Asian Communist*. (See also paragraph 1.18.)

** Capitalize the *W* in *October War* or *Six-Day War* because either term as a whole is a distinguishing coined name, but 1973 *Middle East war* or 1967 *Arab-Israeli war* is distinguishing enough without the capital *W*. Avoid *Yom Kippur war*, which is slangy and possibly offensive. Do not uppercase the *w* in *Korean war*, which was "undeclared"; the same logic applies to *Vietnam war*.

a copy (unless it is known to be a Xerox copy
or a Mimeograph copy)

a vacuum bottle (unless it is a real Thermos)

oxytetracycline (unless the physician specifically
prescribed Terramycin)

Sometimes an acceptable replacement is hard to find. For example, "Ping-Pong diplomacy," the catchphrase once used to describe the exchange of sport and cultural delegations between the United States and the People's Republic of China, was probably not entirely accurate even with the trade name uppercased (something not all writers bothered to do) but was certainly preferable to "table-tennis diplomacy." Usage eventually pushes bestselling trademarks into the generic language. The Merriam-Webster dictionary now lists *deep-freeze* and *dry ice* in lowercase and may in later editions give similar treatment to *Laundromat* and *Linotype*.

Titles of Persons

1.23 - Before the Name. Capitalize any title (or short form of it) immediately preceding a person's name. The plural form of the title preceding more than one name is also capitalized. Do not capitalize the word *former* or the prefix *ex-* in front of a title. Do not confuse a mere description with a title by capitalizing it.

President Valery Giscard d'Estaing
Acting President Carlson, Deputy Premier Smith
Foreign Minister Gromyko

Prime Ministers Callaghan and Trudeau

Bishop Jones, Chairman Smith, Prof. Mary Brown

Mayor Black, Assistant Principal Jones

party Vice Chairman White

Chief Justice Ramirez, Associate Justice Alberti
Justices Alberti and Ramirez

former Prime Minister Gandhi
ex-President Echeverria

vice-presidential candidate Gonzalez
pianist Magda Kibordskaya
but: First Lady Ismelda Marcos

Avoid preceding a name with more than one title. Use the more important one first, and then the other later in the text--if necessary, or desired for variation.

Minister of Defense Ustinov . . . Marshal Ustinov
President Geisel . . . General Geisel

1.24 - After or In Place Of the Name. To indicate pre-eminence or distinction *in certain instances*, capitalize a common-noun title or shortened title following the name of a person or used alone *in reference to the person to whom the title belongs*. The plural form of such a title is also capitalized as appropriate. So is the word *Acting* if it is a valid part of a capitalized title. Do not capitalize such a title when it refers to the office rather than the individual or when it is used generally. Do not capitalize the suffixes *designate* and *elect*.

-- Head or assistant head of state or government*
or a royal heir apparent

Valery Giscard d'Estaing, President of France; the President; the Premiers of Italy and France; the Premier-designate; the Vice-President-elect; was designated Premier; was elected Vice President; the former Vice President, an ex-President; the Queen of England, the Prince of Wales; *but aspire to be president, destined to be king, a younger head of state, the new chief of state* (*Note also: the First Lady*)

-- Head or assistant head of a national government unit in the executive branch and principal members of the legislative and judicial branches

David Owen, Secretary of State for Foreign and Commonwealth Affairs; the Acting Foreign Secretary; the Minister of Foreign Affairs; the Foreign Minister; a Deputy Minister of Foreign Affairs; *but conferred with Cabinet ministers and secretaries of state*

* Capitalize *Presidential* in any reference to the US President (Presidential elections, proclamations, etc.) but otherwise lower-case this and other adjectival forms of words referring to government offices unless they are part of an official name or title: *Presidential [Ministerial, Vice-Presidential] Liaison Office[r]; but presidential [referring to a foreign presidency] action, ambassadorial courtesies, prime-ministerial caliber.*

Jack Horner, Minister Without Portfolio

the President of the Senate, the President; the Speaker of the House, the Speaker, the Senator, the Representative, the Member of Parliament, the Deputy to the National Assembly; the Chief Justice, an Associate Justice; *but* chairman of the Foreign Affairs Committee, the deputy chairman

-- Principal officers of party organizations in Communist-ruled countries

Leonid Brezhnev, General Secretary of the Communist Party of the Soviet Union, the General Secretary, the party General Secretary; *but* the party secretary responsible for agriculture, a full member or a candidate member of the party Politburo

-- Highest official of a first-order administrative division under a national government or his or her deputy

Rene Levesque, Premier of Quebec; the Vice Premier of Quebec; the Governor of Washington; the Lieutenant Governor of Virginia; the Acting Governor of Maryland; *but* a capable premier, several state governors, the mayor of Philadelphia

-- Highest officer in a military service or his deputy

Commander in Chief of the Chilean Army; the Commander in Chief

Chief of Staff, Brazilian Air Force

Deputy Chief of Staff

but: the quartermaster

commander, IV Corps

chief, G-2 (Intelligence Branch), Army Headquarters

the general (military title standing alone not capitalized)

-- Principal official of an international organization

the Secretary General

the present Secretaries General of the
United Nations and the Organization of
American States

but: periodic selection of NATO secre-
taries general

-- Principal members of the diplomatic corps

the Ambassador, the British Ambassador

the Minister, the Charge, the Consul General;
but the consul

the Deputy Chief of Mission, the Counselor
of Embassy, the Economic Counselor

but: the first secretary, the military
attache, the rank of ambassador, ambassadors
at the conference (general use)

Publications

1.25 - Titles. Capitalize the first letter of the initial word and all principal words in titles of publications (books, newspapers, magazines, periodicals, articles, series, reports, speeches, plays, movies, and musical compositions). Principal words include all nouns, pronouns, verbs (including the *to* in infinitives), adjectives, adverbs, other words of more than three letters, and parts of compounds that would be capitalized standing alone.

1.26 - Historic Documents. This rule also applies to historic documents--for example, to the Balfour Declaration (but not to a British white paper)--as well as to works of art.

1.27 - Foreign Titles. The rule does not apply to titles that must be given in a language other than English; capitalization in these titles should conform to the practice in that language.

1.28 - Shortened Titles. The above rule is sometimes modified to apply to accepted shortened titles of some publications and historic documents. The following illustrations show full and shortened titles.

article in *The Washington Post* (full title)
quoted in the *Post* article (shortened title)

reported in *The Times* (full title)
from the *London Times** (shortened title)

Quadripartite Agreement (full title)
the Agreement (shortened title)

Balfour Declaration (full title)
the Declaration (shortened title)

the Ruritanian Constitution (full title)
the Constitution (shortened title)
but: The 1962 Constitution was a vast
improvement over earlier constitutions.
Writers of constitutions [general use]
and compilers of style guides are
kindred souls.

1.29 - Graphics, Tables, Chapter Titles. The rule
in paragraph 1.25 concerning capitalization of titles
applies to titles of graphics, tables, chapter and part
headings, headlines, and the equivalent.

1.30 - Cross-References. The common nouns used in
numeral or letter designations of chapters, parts, graphics,
tables, etc., are not usually parts of titles and are not
capitalized in cross-references.

covered in chapter III
refer to appendix B
(see figure 13)
(detailed in table A-4)
disagrees with paragraph 27

1.31 - Table Headings. The capitalization rule in
paragraph 1.25 also applies to table headings except for
abbreviations of units of measure. These are usually
given separately, following a dash or enclosed in paren-
theses, at the end of the heading and contain only those
uppercase letters called for in the standard abbreviation
(for example, kW, Mt, dB, kPa, km). Be especially careful
to use the properly specified (by GPO and other authorities)
abbreviations for metric units, in which the uppercase and
lowercase of a letter always have different meanings (for
example: K, kelvin; k, kilo; M, mega; m, meter). (See page 30.)

* The initial reference to this newspaper should always be so worded
to avoid confusion with *The New York Times* (and vice versa).

1.32 - Indented Bullet or Dash Paragraphs. Capitalize the first letter of each block in a series of blocks of text indented for emphasis and introduced by a bullet or an em dash (examples are given in paragraph 5.12).

2 - Numbers

2.1 - The GPO *Style Manual* liberally applies the principle that the reader comprehends numerals (figures) more readily than numerical word expressions (numbers spelled out), particularly in technical, scientific, or statistical matter. It also notes, however, that typographic appearance and other special reasons often call for spelling out numbers rather than using figures. The guidance given here for CIA publications follows the basic rules of the GPO but sets aside its blanket policy of using figures for all expressions of time.

Basic Rules

2.2 - Numbers of 10 or More. Write numbers of 10 or more in figures (not in spelled-out words) except in the first word of a sentence that cannot be reworded to avoid starting with a number.

His tour covered 11 countries in 16 days.

Sixteen days of traveling left him exhausted.

(Reword to: He was exhausted after 16 days of traveling.)

2.3 - Numbers Under 10 - Spell out (do not use figures for) numbers of less than 10 except decimal numbers, ages of persons, percentages, specific amounts of money, and numbers used with units of measure other than time.

For five years the county has provided free preschool classes for 5-year-olds.

He visited six countries in Asia, three in Africa, and two in Europe, spending an average of 1.45 days in each country.

He walked 6 kilometers every 2.5 days [but every two days].

He spent 8 percent of his time in Europe.

He overspent his daily allowance by an average of \$7.

2.4 - Mixes of Numbers Above and Below 10. Combinations of numbers on either side of 10 provide occasion for numerous exceptions in the GPO *Style Manual* to the basic rules

governing numbers. These exceptions are not generally observed in CIA publications.

The estimate covers the period five to 10 years from now.

He packed three suits, two shirts, and 12 ties.

She had 14 children (three daughters and 11 sons).

The measure lacked three of the 34 votes needed for approval.

The attack involved about 200 men, 12 tanks, and two aircraft.

Ordinal Numbers

2.5 - The rules governing cardinal numbers generally apply to ordinal numbers, except that military units are always designated by figures (again, unless the figure unavoidably comes at the beginning of a sentence).

First Congress, 82nd Congress
ninth century, 20th century
seventh region, 17th region
fifth anniversary, 50th anniversary
first grade, 11th grade

3rd Army
2nd Infantry Division
323rd Fighter Wing
77th Regiment
9th Naval District
7th Fleet
but XII Corps (Army usage)

Special Rules

2.6 - Indefinite Numbers. Except with words such as *about*, *nearly*, *more than*, and *approximately*, references to quantities in an indefinite sense are not usually written with figures. (See also paragraphs 2.15 and 2.45.)

The project will cost the government tens of millions.

He addressed several thousand people.

She answered hundreds of questions.

but: He spent about 30 hours on his trip report and had to wait nearly 15 days to be reimbursed for expenses.

2.7 - Millions and Billions. Numbers over 999,999 are rounded unless an exact amount must be stated. Spell out *million* or *billion* preceded by a figure rounded usually to no more than two decimal places. This form of rounding is never applied to thousands (see next paragraph).

The US population is about 215 million.

World population now exceeds 4 billion.

American casualties in World War II totaled 1,078,162.

More than 16.35 million Americans served in World War II--more than three times the 4.74 million in World War I.

The Veterans Administration planned to spend about \$18.4 billion in 1977.

Estimates range between \$10 million and \$20 million [*not* between \$10 and \$20 million]. But: The cost is estimated at \$10-20 million. (See paragraph 2.11.)

2.8 - Figures of 1,000 or More. Numbers with more than three digits are written with commas, except for years, radiofrequencies, clock time, most serial numbers, and the fractional portions of decimal numbers.

There were 1,078,162 casualties by 1945.

The station operated on a frequency of 1800 kHz.

He had traveled 6,187 kilometers as of 1400 hours.

He picked up job number 518225 10-76.

The next step is to multiply by 3.1416.

The exact weight is 3,399.243046 grams.

A force of 20,000 [*never* 20 thousand] troops was needed.

2.9 - Numerical Unit Modifiers. Numerical unit modifiers are written with hyphens.

third-level decision	fourth-class hotel
five-year plan*	20th-century progress
20-kilometer [or 20-km] march	50-billion-ruble budget but \$50 billion program
105-millimeter [or 105-mm] guns	200-million-pound loan but \$200 million sale
eleventh-hour decision (see paragraph 2.15)	3-million-man Army a 1-cent increase
7-meter [never 7-m]** limit	6-percent increase 6- to 7-percent increase
10-room house	one- and two-bath
two-bedroom rambler	apartments

2.10 - Possessive Case. Numerical expressions in the possessive case require an apostrophe but not a hyphen.

After five years' planning, the project
got under way.

He put 16 days' work into the project.

The new regime bought several million dollars'
worth of arms [but \$20 million worth].

2.11 - Ranges of Numbers Below the Millions. Except in ranges of time, page or paragraph references, and values in the millions, avoid hyphens in ranges of numbers in order to prevent typographical error or misreading. Use prepositions and conjunctions instead.

The march covered 10 to 15 kilometers
[not 10-15 kilometers].

The league membership is between 15,000
and 20,000 [not 15,000-20,000].

* The hyphen is retained when this term merits capitalization (see paragraph 7.21).

** Abbreviations of units of measure, including abbreviations formed by a single letter (such as *m* for *meter*), are acceptable in appropriate circumstances, such as in tables or in texts making frequent references to specific quantities (see paragraph 3.24). One exception, however, is a hyphenated modifier with a single-letter abbreviation, such as 7-*m* or 20-*l*. Such compounds are confusing and should be avoided. Instead, spell them out (7-meter, 20-liter) or change the unit of measure (700-cm, 20,000-ml). (See page 30 for some metric abbreviations.)

Model numbers 847,312 through 873,214 have been recalled [*not* 847,312-873,214].

Never use combinations of prepositions and hyphens such as *between 15,000-20,000* and *from 847,312-873,214* to express a complete range of values. The third illustration in paragraph 2.12 demonstrates the only circumstance in which such a combination would be appropriate.

2.12 - Ranges of Numbers in the Millions. Hyphens are acceptable (although not required usage) in ranges of numbers in the millions and multimillions.

Natural gas reserves are estimated at 20-30 billion cubic feet. (See paragraph 2.40 concerning approved nonmetric units of measure.)

Production rose to 20-30 million tons annually during the period 1971-75. (Paragraphs 2.29 through 2.34 deal with hyphens in ranges of time.)

Construction cost estimates have increased from \$500-600 million to \$2-3 billion. (Do not repeat the dollar sign in ranges like these. Do not write \$500 to \$600 million or \$2 to \$3 billion. Writing \$500 million to \$600 million or \$2 billion to \$3 billion is correct but would be awkward in the sentence above, which would have to be rephrased.)

2.13 - Numbers in Tables and Graphics and for Pages, Paragraphs, and Footnotes. Such numbers are not subject to the general rules for numerals. Nor are numeral designators for tables, graphics, volumes, chapters, and other parts of publications. However, the text portions of footnotes and, unless space constraints dictate otherwise, of tables and graphics are governed by the same rules for numerals that are applicable to the text proper.

2.14 - References to Numbers as Numbers. Any number referred to as a number is given as a figure unless beginning a sentence with such a reference is unavoidable.

Divide by 5 to determine your share.

His lucky number is 7.
but: Seven is his lucky number.

2.15 - References to Numbers in Nonliteral Sense. Numbers used in a metaphorical or figurative sense are spelled out without regard to the basic rules covering numbers above and below 10.

The Minister is famous for eleventh-hour decisions.

Moreover, he is often a hundred percent wrong.

But because he is a shrewd politician he remains number-two man in the regime instead of number twenty.

There must be a thousand others who could run the Ministry better than he.

2.16 - Decimals. Numbers with a decimal point are expressed in figures. Decimal numbers of less than 1 should have a zero before the decimal point except for designations of gun bore or ammunition. Zeros are omitted at the end of a decimal number unless exact measurement is indicated.

0.25 meter (Note that the unit of measure is singular.)

1.25 centimeters

silver 0.900 fine (exact measurement)
but .22-caliber cartridge

2.17 - Fractions. Fractions referring to reasonably specific quantities are written out, with a hyphen in both noun and adjective forms.

three-fourths of a kilometer*

a two-thirds majority; a majority of two-thirds

one-fifth of the electorate

but: a quarter of a lifetime

the first three quarters of the calendar year
the second quarter of fiscal year 1977

2.18 - Mixed Numbers. Avoid a combination of a whole number and a fraction by converting the fraction to a decimal quantity if possible.

* Fractional quantities such as this one may sound plural but they take a singular verb (three-fourths of a kilometer is too far to walk). The same is true of any quantitative expression in which the emphasis is on its meaning as a single unit of measure--for example, money (\$500 is too expensive) and time (two years is too long).

5.5 percent (or about 5.5 percent, if a suggestion of precision is to be avoided [but not 5½ percent])

In nonstatistical contexts, written-out phrases such as the following are preferred.

two and a half [not one-half] years ago
two-and-a-half-year trial period [better in some contexts: 30-month trial period]

In statistical texts, however, precise reporting may require mixes of whole numbers and fractions (5½, 4¾).

Expressions of Value

2.19 - US Dollars. Values expressed in US money are given in figures preceded by a dollar sign. Ordinarily, there is no need for the initials *US* to precede the dollar sign unless the context could allow the reader to assume that dollars other than US dollars were meant. The word *dollars* is used in an indefinite expression with no figure given. The word *cents* is used for amounts less than a dollar.

The USSR spent nearly \$50 million to develop the system.

The average wage earner in Sweden pays \$5,280 annually in income tax, or about 62 cents for every dollar earned.

The Australian motorist pays about US \$2.50 for 15 liters (about 4 US gallons) of gasoline.

Each unit now costs several hundred dollars.

The repairs cost thousands of dollars.

2.20 - Foreign Money. When values are expressed in foreign money, use figures except for indefinite amounts. Typographic limitations preclude the use of symbols.

The Israeli-British talks set the unit price at 1,250 pounds sterling (3,065 Israeli pounds).

but: Meals in London will cost a few pounds more [sterling is understood].

The construction costs averaged
5 rubles per capita.

The fare is only 1 deutsche mark.*

Percentages and Times Phrases

2.21 - Numbers showing the relationship of a smaller to a larger quantity are frequently expressed in percentages, which are always given in figures (75 percent, 6.2 percent, 1 percent, 0.5 percent).

2.22 - Numbers showing the relationship of a larger quantity to a smaller one are often accompanied by the word *times* and, unless decimals are used, are governed by the basic rules for numbers on either side of 10 (five times as large, 10 times greater, 50 times more frequently, 2.5 times more powerful).

2.23 - Percentage. The word *percent* is preferred in ordinary text. The percent sign (%) is acceptable in tables and graphics. Unless space is tight, the text portions of tables and graphics should use the word and not the sign to express percentage. Figures are always used for percentage except at the beginning of a sentence that cannot be reworded.

The current five-year plan projects a
20-percent increase by 1980.

Voter apathy caused a drop of 5.7 percent
in ballots cast in the second round.

Blacks make up 1 percent of the student body.

Be careful to distinguish between *percent* and *percentage point*.

The inflation rate, which rose only one-half a percentage point last year, is expected to go up a full 2 or 3 points to 12 or 13 percent in 1978.

* The preferred form is just *mark* or *marks* (no italics in regular context), modified by *West German* or *East German* if necessary. The West German (but not the East German) currency may be spelled *deutsche mark* as above--in lowercase, nonitalic type. Add *s* for the plural. Repeated reference to values in *deutsche marks* would warrant use of the abbreviation *DM*. The East German equivalent is *ostmark(s)*, or *OM*--again, without italic type when used in regular context.

2.24 - Times Phrases. Various ways of expressing (or not expressing) proportion with the word *times* are shown below. Note that careful wording is needed to avoid a wrong meaning. Sometimes the message is clearer if expressed in percentage. One can also use the suffix *fold*, but this is somewhat archaic, and awkward when decimal factors are involved.

The number of tanks increased to five times the prewar level. (This is a 400-percent, or fourfold, increase.)

The number of tanks is five times greater than before the war. (This is a 500-percent, or fivefold, increase.)

The number of tanks increased five times. (The tank count changed to a larger amount on five separate occasions by unspecified amounts.)

There are five times as many tanks as there were before the war. (The present number is 400 percent, or four times, greater than the prewar number; is five times the prewar number; and has undergone a four-fold increase.)

2.25 - The principal advantage of *fold* is that it sometimes permits a more precise translation of data reported in a foreign (particularly Slavic) language. A 5.75-fold increase, however, can just as easily be expressed as a 575-percent increase, an increase of 5.75 times the previous level, or an increase to 6.75 times the previous level.

2.26 - Never use meaningless expressions such as "four times smaller," which sometimes is written by an author who means to say "one-fourth as large."

Expressions of Time

2.27 - Ages of Persons. These are expressed in figures except at the beginning of a sentence and in approximations by decades.

The general is almost 60 [or 60 years old, not 60 years of age].

His exact age is 59 years, 10 months, and 6 days.

General Manley, 60 [not aged 60, or age 60], is retiring at the end of the year.

The general must be in his sixties.

Five-year-olds who will reach their 6th birthday by 31 December are eligible.
(Change sentence to begin: All 5-year-olds . . .)

2.28 - Ages of Inanimate Things. These are given according to the basic rules for numbers above and below 10.

The program is two years old.

Those 30-year-old submarines are being scrapped.

2.29 - Dates. Write a date without internal punctuation and with day, month, and year in that order.

The United States declared its independence on 4 July 1776.*

Switzerland's Independence Day is celebrated on 1 August.

He graduated in June 1951 [not June, 1951].

Both [word inserted to avoid starting the sentence with a figure] 10 and 24 October were holidays in 1977.

Spring vacation was 4 through 11 April 1977.

The play had a three-week run (25 April - 14 May). (Use an en dash--see paragraph 5.19--to separate these dates.)

2.30 - Years. Figures designating a continuous period of two or more years are separated by a hyphen meaning "up to and including." For two years, and may be used. (See also paragraphs 2.32 and 2.33.)

The presidencies of John Adams (1797-1801) and William McKinley (1897-1901) were the only two to span two centuries.

* In a text prepared for oral presentation write "on the 4th of July 1776."

Most of the assassinated McKinley's second term (1901-5 [not 1901-05]) was served by Theodore Roosevelt.

He worked here during the period 1951-77.*
but: He worked here in 1950 and 1951.

2.31 - Do not combine *from* or *between* with a hyphen instead of *to* or *and*. Such combinations (from 1951-77, between 1941-45) are almost always incorrect, or too obscure in meaning to be used at all.

2.32 - Never use a hyphen instead of a conjunction or a comma between two or more separate years not representing a continuous period, even if the years are consecutive.

The first two submarines were launched in 1960 and 1961 [not 1960-61].

2.33 - Use a virgule (also called diagonal, oblique, shill, slant, slash, and solidus), not a hyphen, in a combining form designating a 12-month period occurring in two calendar years, such as a fiscal year or an academic year, and state the type of year and, if necessary, the period covered.** (See also paragraph 5.34.)

The farm made a profit in the 1965/66 crop year (1 July - 30 June)*** but not in 1966/67.

Registrations for the academic year 1977/78 are still being accepted.

* In an expression such as "during the period 1951-77," inclusion of the words "the period" is preferred. If the subject requires repeated reference to such ranges of years, as in economic reporting, the words may be omitted after the first such use. (He composed mainly for motion pictures during the period 1961-64 and twice returned to that medium--in 1967-69 and 1974-75. His film music has been compared to that composed at Warners during 1935-50, the heyday of the German-dominated Hollywood school.) In a text prepared for oral presentation write "from 1951 to [or through] 1977."

** In US Government practice the fiscal year is stated not in a combining form but with the calendar year representing the larger portion of the fiscal year. US fiscal year 1978 began on 1 October 1977 and will end on 30 September 1978. (Japan's fiscal year 1978, on the other hand, began on 1 April 1978 and will end on 31 March 1979.)

*** Note the use of an en dash (space hyphen space on the typewriter) instead of a hyphen in a timespan joining compound elements; a hyphen would be used if the period were shown as July-June.

The report covered actual expenditures during fiscal year 1977/78 and made some projections of FY 1978/79 spending. (Note that the abbreviation *FY* may be used after the first mention of *fiscal year*, but do not drop the *19*. In this illustration it would be equally clear in the second reference to write simply *1978/79*, without the *FY* or the term it stands for.)

2.34 - Decades. Decades are usually expressed with the figure for the initial year followed by an *s* but not an apostrophe.

All those submarines were constructed in the 1960s [*not 60s or '60s*].

Our estimates are intended to cover the early and mid-1980s. Your figures deal with the mid- and late 1970s.

Figures for decades, rather than equivalent word forms, are usually easier to grasp quickly. Occasionally, however, word forms are more reminiscent of the spoken idiom.

The stability of the 1970s is a marked change from the frequent changes of government in the fifties and sixties.

2.35 - Centuries. In certain special contexts, a century may be referred to in a manner similar to that used for decades (the 1800s, the eighteen hundreds), but, in most intelligence writing, ordinal numbers (in the 19th century, 20th-century progress) would be more appropriate.

2.36 - Clock Time. The time of day is written in the 24-hour system, without internal punctuation.

The managers met at 0745 hours.

The satellite was launched at 1800 EDT (2400 GMT).

The midday break period is 1300-1430.

Also acceptable:

The noon meal was the heaviest of the day.

Studious schoolchildren rarely get to bed before midnight.

2.37 - Other Time Expressions. Apart from the situations covered in paragraphs 2.27 through 2.36, references to time follow the basic rules for numbers above and below 10.

The protest lasted for eight days.

The aircraft were airborne in 11 minutes.

The pulses were seven seconds apart.

Figures are given for three fiscal years.

Some countries structure their economic activities according to five-year plans.

He resigned after his sixth year of service.

Payment is acceptable on the 29th day after the due date.

The Communist regime accounts for less than three decades in China's history of more than 40 centuries.

Units of Measure

2.38 - Metric System. Since November 1976, use of the International System of Units (commonly called the metric system) has been standard in CIA intelligence reports. The Intelligence Community makes certain exceptions for which metric units are not used.

2.39 - Among the most common of the excepted units of measure are the nautical mile (nm)* and the knot (kn). These units (or Mach units, if appropriate) continue to be used for certain weapon system parameters.

2.40 - Other nonmetric units of measure still in use include barrels (and barrels per day) in reporting on the petroleum industry, the US bushel in reporting on grain production and trade, cubic feet in reporting on natural gas reserves or output, and nonmetric tons in reporting on nuclear weapons (rather than the metric unit joule).**

* This abbreviation (nm), rather than the GPO version (nmi), is customarily used in CIA for the nautical mile.

** An interagency committee is developing an agreed list of preferred metric and nonmetric units for governmentwide use. This list will be incorporated in a metric editorial guide now in preparation.

Factors for Converting to Metric Units of Measure

To Convert From*	To	Multiply by**
acres	hectares (ha)	0.4047
acres	square kilometers (km^2)	0.004047
acres	square meters (m^2)	4,046.8564
bushels	cubic meters (m^3)	0.03524
degrees Fahrenheit	degrees Celsius ($^{\circ}\text{C}$)	5/9 (after subtracting 32)
feet	centimeters (cm)	30.48
feet	meters (m)	0.3048
feet, cubic	cubic meters (m^3)	0.02832
feet, square	square meters (m^2)	0.09290
gallons, UK (imperial)	cubic meters (m^3)	0.004546
gallons, UK (imperial)	liters (l)	4.5461
gallons, US	cubic meters (m^3)	0.003785
gallons, US	liters (l)	3.7854
inches	centimeters (cm)	2.54
inches	meters (m)	0.0254
inches, cubic	cubic meters (m^3)	0.00001639
inches, square	square centimeters (cm^2)	6.4516
inches, square	square meters (m^2)	0.0006452
miles, nautical	kilometers (km)	1.852
miles, nautical	meters (m)	1,852
miles, nautical, square	square kilometers (km^2)	3.4299
miles, statute	meters (m)	1,609.344
miles, statute	kilometers (km)	1.6093
miles, statute, square	hectares (ha)	258.9988
miles, statute, square	square kilometers (km^2)	2.5900
ounces, avoirdupois	grams (g)	28.3495
ounces, troy	grams (g)	31.1035
pints, liquid	liters (l)	0.4732
pounds, avoirdupois	kilograms (kg)	0.4536
pounds, troy	grams (g)	373.2417
pounds per square inch	kilopascals (kPa)	6.8948
quarts, liquid	liters (l)	0.9464
tons, long	metric tons (t)	1.0160
tons, short	metric tons (t)	0.9072
yards	meters (m)	0.9144
yards, cubic	cubic meters (m^3)	0.7646
yards, square	square meters (m^2)	0.8361

* The table covers only a selection of the most frequently encountered nonmetric units. More comprehensive conversion tables are available and will be included in the metric editorial guide referred to on page 29.

** Inexact conversion factors are rounded to four significant numbers.

2.41 - For several months before the 19 November 1976 date set for using the metric system exclusively (with certain exceptions), measurements were given in CIA reports in both metric and, in parentheses, nonmetric units. This practice is no longer required, but it is not discouraged. Occasional use of familiar measures, such as 48 inches for pipe diameter, may still be necessary for the time being. (Factors for converting to metric units are on page 30.)

2.42 - Figures With Units of Measures. Figures not words) are used with any unit of measure (except time) unless an indefinite quantity is stated, in which case the unit is never abbreviated. As a general rule, do not abbreviate units of measure unless they occur frequently in a report.

The project involved the use of pipe 48 inches (about 120 centimeters) in diameter [not 48-inch (about 120-centimeter) pipe].

Each slab weighed nearly 50 kilograms [50 kg, if abbreviations are warranted in this report].*

They advanced several hundred kilometers [never several hundred km].

A temperature below 5 degrees Celsius [or 5°C] would impede operation of the system.

Each mobile was suspended by a 2-meter [never 2-m] wire. (Avoid numerical unit modifiers with such single-letter abbreviations; spell out, or change to 200-cm.)*

Other Number Rules

2.43 - Numbers Close Together. When a cardinal number ordinarily given as a figure precedes a numerical unit modifier normally using a figure, consider rewording the sentence. Failing this, change one of the figures, preferably the smaller, up to 100, to a spelled-out word.

15 six-meter trees (or 15 trees 6 meters high)

99 two-kilogram slabs (or 99 slabs each weighing 2 kilograms)

* See footnotes to paragraphs 2.9 and 3.24 for words of caution about proper use of abbreviations of metric units.

2.44 - Ratios, Odds, Scores, Returns. Use numbers for each of these numerical situations.

Women were outnumbered 17 to 1.

The doctor-to-patient ratio was 1:17.

He had a 50-50 chance of winning.

The sophomores won, 20 to 6.

The first vote gave the Democrats 21 seats, the Socialists 9, and the Communists 5.

The measure was approved by a 90-to-3 vote.

2.45 - Indefinite Expressions Using Figures. Illustrated in the following examples are numerical expressions that may be required in certain contexts (such as a direct quotation) but are not recommended. Note that alternative wording is usually available.

100-odd [better: more than 100] species of insects

reserves of 50-plus [better: 50 or more] vehicles

3 - Abbreviations

3.1 - Use abbreviations sparingly and only when their meaning is clear. When abbreviations are necessary, use standard forms such as those in the *GPO Style Manual* (pages 149-168) or other forms that have gained acceptance. In CIA (as opposed to GPO) usage, periods are usually omitted in all but a few categories of abbreviations, such as academic degrees (B.A., Ph.D.), export/import terms (f.o.b., c.i.f.), and ranks or titles (Gen., Prof., Dr.).

When To Spell Out

3.2 - First Reference. An organization, group, international agreement, unit of measure, weapon system, or the like that is referred to throughout a report is abbreviated after it is spelled out at the first reference, often with its abbreviation following it in parentheses.

State Planning Committee (Gosplan)*
less developed countries (LDCs)
Non-Proliferation Treaty (NPT)
nautical mile (nm) [not *nmi*, as in the GPO]
multiple reentry vehicle (MRV)

If the first use of the abbreviation closely follows the spelled-out name or term and the connection between the two is clear, the parenthetical insertion should be omitted.

As a representative of a less developed country,
the delegate purported to speak for all LDCs.

The newer models, with a range of 500 nautical miles, are replacing the 400-nm versions now widely deployed.

This alternate approach to the first-reference rule is particularly applicable to long country names which,

* Acronymic abbreviations are written in various ways: with only the initial letter capitalized (Gosplan, Aramco), entirely in uppercase (HAWK, HEAT, NATO, SIGINT), and entirely in lowercase for acronyms that have become familiar words (radar, scuba, comsat, agitprop). In the absence of established Agency practice or guidance from standard references, lean toward capitalizing only the initial letter of a one-word acronym that is an abbreviation for the name of an organization and is in relatively common use. Capitalize only the first letter of NATO designators for weapon systems (Backfire, Dog House). However, capitalize all letters of the Soviet designators (MIG-21 Fishbed, SU-20 Fitter, TU-16 Badger, YAK-40 Codling).

because of repeated mention, need to be abbreviated after the first reference. (See paragraph 3.13.)

3.3 - Subsequent References. In long reports, as a convenience to the reader, repeat the full designation every so often without respecifying the abbreviation, but continue thereafter to use the abbreviation as before.

3.4 - Well-Known Abbreviations. Some abbreviations are widely recognized and need no explanation--US, UK, USSR, UN, EC, NATO, GNP, ICBM, and probably SALT and MIRV. Even these, however, should be spelled out if the context suggests a need to do so or if there is any doubt about clarity. For example, MIRVs alone may require no explanation but, if discussed along with MRVs, should be spelled out to avoid confusing some readers.

3.5 - Foreign Terms. The name of a foreign institution is spelled out in English if possible, but the commonly used abbreviation may be used even if it is drawn from the foreign wording.

Polish United Workers' Party (PZPR)

3.6 - Explanation Following. Sometimes it is appropriate to give an abbreviation first, with the full title or other identification in parentheses, or set off by commas, immediately afterward.

WHO (World Health Organization)
TASS, the Soviet information agency
YPF, the Argentine petroleum monopoly

3.7 - Incomplete or Possessive References. Avoid wording that would put an abbreviation immediately after an incomplete or possessive form of the name abbreviated.

not the Non-Proliferation Treaty's (NPT) ban
but the ban under the Non-Proliferation Treaty (NPT)

not the Liberal Democratic (LDP) platform
but the platform of the Liberal Democratic Party (LDP),
or the Liberal Democratic Party (LDP) platform

3.8 - Plural Forms. If the logical place to spell out an abbreviation comes when the term is plural, the abbreviation must also be in the plural form, even though the singular is used thereafter.

multiple independently targetable
reentry vehicles (MIRVs)

Abbreviations With Unusual Forms

3.9 - MIRVs. This acronymic abbreviation is almost always plural as a noun; note the lowercase *s*. The term also has a verb form, which in turn has participial and negative forms.

If the Soviets decided to MIRV all
their ICBMs . . .

Producing an unMIRVed version of the
ICBM system . . .

Stop deploying nonMIRVed missiles
after a certain date . . .

3.10 - SALT, MBFR. Sometimes an abbreviation not ending in *s* stands for a plural term, as in SALT (strategic arms limitation talks). Note that uppercase is not necessary in spelling out this term. The abbreviation SAL (strategic arms limitation) is also acceptable and, in context, usually clear enough to preclude any need to spell out. The negotiating sessions at Geneva are generally abbreviated SALT I and SALT II. Note, too, that it is redundant to write "SALT talks." This is not the case with "MBFR talks," in which the abbreviation (less familiar than SALT and therefore requiring explanation) covers only the purpose of the talks--mutual and balanced force reduction. It is customary not to use an article with either abbreviation (Soviet policy on SALT and MBFR).

3.11 - A further word on SALT: while the term it stands for is plural, the abbreviation is construed as singular (SALT has a high priority in Soviet foreign policy). Another example is the abbreviation for the USSR's Strategic Rocket Forces, "which are among the foremost beneficiaries of Soviet defense spending" (but: "the SRF is one of four principal services in the Soviet defense establishment").

Country Names Not Abbreviated

3.12 - With the exception of the well-known abbreviations noted in paragraph 3.4, the names of countries are generally not abbreviated. The recommendation (paragraph 3.1) for sparing use of any abbreviations is, in fact, intended to suggest that even the familiar ones (US, UK) be avoided in the noun form when the country is mentioned only once or twice, or when it is mentioned in a series in which other country names are spelled out.

Country Names Abbreviated

3.13 - Long Names. There will inevitably be situations, however, in which repeated reference to countries with long names calls for abbreviation. In such instances, spell out the name at the first reference and use the abbreviation, as noun or adjective, thereafter.

the German Democratic Republic is . . . the GDR is . . .
the GDR regime forbids . . .
the Federal Republic of Germany is . . . the FRG is . . .
the FRG policy is based . . .

The two Germanys (note the plural form) are more often referred to simply as East Germany and West Germany, with the *y* deleted to make the adjective.

the People's Democratic Republic of Yemen . . . the PDRY is . . . the PDRY coastline extends . . .
A more common abbreviation for this country is Yemen (Aden) or South Yemen; the other Yemen (the Yemen Arab Republic) is shortened to Yemen (Sana) or North Yemen.

the United Arab Emirates is . . . the UAE is . . .
a UAE delegation arrived . . .

Note that some country names, like this one (and, of course, that of our own country), are plural in construction but take singular verbs. Some country names are compounds, but that form is ignored for both syntactic and adjectival purposes--Trinidad and Tobago *is* (adjective: Trinidadian); Sao Tome and Principe *is* (adjective: Sao Tomean).

Some countries have long official names that custom long ago shortened to forms now preferred by the US Board on Geographic Names. The best examples are in the ensuing paragraphs. Other examples are: Australia (Commonwealth of Australia), Mexico (United Mexican States), and South Africa (Republic of South Africa [this full name would be preferred in some contexts to avoid confusion--for example, a text on the situation in southern Africa as a whole]).

3.14 - US. The GPO Style Manual allows the abbreviation for our own country only in the adjective form (a US initiative, but favored by the United States). Our style is not that rigid, but the twice cited "sparing use" policy behooves us to keep the GPO practice in mind.*

* We should also apply the adjective-noun principle to the United Nations (a UN meeting, but a meeting at the United Nations).

The full name *United States of America* and the abbreviation *USA* are not generally used.

3.15 - UK. Although the GPO permits only one foreign country name to be abbreviated (USSR), our style with respect to references to the United Kingdom of Great Britain and Northern Ireland is flexible to the same degree that it is for the United States. *Britain* or *Great Britain* is often used as the shortened form of the country name, but *the United Kingdom* (note the lowercase *t* in *the*) is preferred. *UK* is acceptable as an adjective or, preceded by the definite article, as a noun, except in cases where "spare use" obliges us to avoid it. *British* is also an acceptable adjective--and, according to some authorities (including the GPO), the preferred one.

3.16 - USSR. To save space in text, the USSR is not spelled out except, for variation, as *the Soviet Union*. Accompanying maps, however, may spell out *Union of Soviet Socialist Republics*. USSR is used as an adjective only for government councils and ministries (USSR Council of Ministers, USSR Ministry of Agriculture) and only when it is necessary to distinguish from a republic body (the RSFSR Council of Ministers). Otherwise, the proper adjective is *Soviet* (the Soviet delegation, US-Soviet relations).

3.17 - China. The full name of the People's Republic of China may be shortened to the *PRC* or *China* after the name is spelled out at the first reference in the text. *PRC* may be used as an adjective. For the Republic of China the full name is preferred, but it may be abbreviated *the ROC* if necessary--for example, in a context referring to both Chinas. *Chinese* is an acceptable adjective for either China but must be used carefully when there is any possibility of confusion. The terms *Communist China* (and *Chinese Communist*) and *Nationalist China* (and *Chinese Nationalist*) are passe but might have to be revived from time to time in the interest of clarity. For variation the names *Taiwan* or *Taipei* may be used in either noun or adjective form (for example, the government on Taiwan [or in Taipei], the Taiwan [or Taipei] government), but avoid *Taiwanese* as an adjective referring to the Republic of China Government or its officials.

Titles of Persons

3.18 - Civil or Military. With the exception of *Senator*, *Representative*, *Commodore*, and *Commandant*, which are never abbreviated, civil or military titles preceding a name are abbreviated if followed by given name or initial as well as surname.

Prof. Mary Jones; Professor Jones
Gen. John Smith; General Smith
Representative Henry Brown; Representative Brown

Doctor is always abbreviated as a title (Dr. Robert Young, Dr. Young).

3.19 - Complimentary. Complimentary titles (Mr., Mrs., M., Ms., MM., Messrs., Mlle., Mme.) are also abbreviated at all times but are rarely necessary in intelligence writing. Except in biographic reports, the only title we should use is an official one at the first mention of a person's name. After that, refer to the person by last name or by title, treating males and females alike.

Foreign Minister Spiknayskaya is expected to take part in the conference only long enough to deliver her government's opening position statement. After her departure the principal negotiator will be Ambassador Faytfirskiy, a protege of the Foreign Minister. He is, in fact, a strong candidate to succeed Spiknayskaya when she retires.

In a biographic report mentioning the spouse or other relatives of a person who is a subject of the report, a complimentary title, especially for females, would be appropriate to ensure clarity. In the first illustration below, the subject is a male; in the second, a female.

This will be President Amigo's first visit to an Asian capital. His family will accompany him. Mrs. Amigo (Dolores) is a concert pianist who travels widely in her own right. She has always been politically active but, unlike her husband, has never run for office. She and their daughter, Maria, campaigned for Amigo's reelection (Miss Amigo is a scientist). The President's son, Luis, Jr., and his wife will also be in the official party. The son is an accomplished linguist and will act as the President's interpreter.

- or -

This will be President Amigo's first visit to an Asian capital. Her family will accompany her. Her husband, Luis, is a concert pianist who travels widely in his own right. He has always been politically active but, unlike his

wife, has never run for office. He and their daughter, Maria, campaigned for Mrs. Amigo's reelection (Miss Amigo is a scientist). The President's son, Luis, Jr., and his wife will also be in the official party. The son is an accomplished linguist and will act as the President's interpreter.

Latin Abbreviations

3.20 - Avoid the Latin abbreviations *e.g.* and *i.e.* Their meanings are often misunderstood and therefore misrepresented. Instead, say *for example* or *for instance* and *that is* (all three phrases followed by a comma). Another Latin abbreviation to be avoided is *etc.*, because it too is frequently misused, particularly at the end of a series of items following *for example*. If these abbreviations must be used, however, they retain the periods and are not italicized.

Other Abbreviations To Avoid

3.21 - Political Subdivisions. As a general rule, do not abbreviate the names of political subdivisions such as provinces, departments, or states (US or foreign). Notable exceptions are the RSFSR and the other "Soviet Socialist Republics," such as the Ukrainian SSR. Abbreviation of states of the United States or provinces of Canada is acceptable if the names are used repeatedly to distinguish cities of the same names in different jurisdictions. Most of the time there is no need to use abbreviations of political subdivisions at all for well-known cities such as Toronto, Vancouver, New York, and Washington (the *D. C.* is almost never necessary unless one is addressing an envelope, and zip codes have virtually obviated the need even in that event). Do distinguish Saint John, New Brunswick, from Saint John's, Newfoundland; or Portland, Maine, from Portland, Oregon; or London, Ontario, from London, England. But do not abbreviate unless these cities are mentioned repeatedly.

3.22 - Months and Days. Do not abbreviate the names of months or days except to save space in tables or graphics.

3.23 - Percent. Do not abbreviate percent except to save space in tables or graphics, where the symbol (%) may be used.

3.24 - Units of Measure. Do not abbreviate a unit of measure used in a general or approximate (dataless)

sense. Do not abbreviate or use symbols for one or just a few isolated units of measure within text even when precise quantities are given. But do abbreviate units of measure* used frequently or fairly frequently throughout the text of a report.

This trip report includes for each city visited the highest temperature (in degrees Celsius) recorded during the group's stay; the hottest city was Washington (35°C).

Ranges are given in kilometers.

The opening was several meters wide.

The missile has a range of 3,000 km.

Table headings:	Maximum Range (km)	Diameter of Silo Aperture (m)
-----------------	--------------------	-------------------------------

3.25 - Ambiguous Abbreviations. Do not use without explanation (and, if possible, avoid altogether) an abbreviation that can be construed in more than a single meaning. A frequent troublemaker in tables is *NA*, which has been used to mean "not available" and "not applicable." One solution is to use instead a footnote conveying either of those messages and referenced by an asterisk or superior letter or number at those points in the table where the entry *NA* might have been used.

3.26 - Another ambiguous abbreviation to avoid is *MT*, which for some writers stands for "metric tons" (the proper abbreviation for which is *t*) but which has been used by others to mean "megatons" (correctly abbreviated *Mt*).

3.27 - Another source of confusion is the improper *kts* for "knots" (which, if abbreviated at all, should be shortened to *kn*). The *kts* is easily mistaken for "kilotons" (correctly abbreviated *kt*).

* Be careful to use the properly specified abbreviations for metric units (see page 30).. Be particularly alert to the fact that the lowercase and uppercase of the same letter have different meanings in metric abbreviations (K, kelvin; k, kilo; M, mega; m, meter).

4 - Italics

4.1 - Italic type (underscoring on single-font typewriters) must be chosen sparingly to avoid the excessive use that defeats the primary purpose of italicizing: to give prominence or emphasis to particular words and phrases.

Prominence or Emphasis

4.2 - The paragraph indented below illustrates this most important use of italic type.

All members of the working group except the representative of the Central Intelligence Agency believe that the Soviets will choose a phased development over the next five years. CIA holds to its previous position that the Soviets will try to complete the project by the end of 1980.

Titles

4.3 - Use italic type for titles of books, periodicals, or works of art (including the performing arts).*

Margaret Mitchell's *Gone With the Wind*

a subscription to *The Washingtonian*

a clipping from *The New York Times*
(often, however: a *New York Times* clipping)

a performance of *The Taming of the Shrew*

Bette Bankhead starring in *All About Adam*

a showing of Leonardo da Vinci's *Mona Lisa*

concert opening with *An American in Paris*

appearing on *Issues and Answers*

* But use quotation marks for titles of articles or other parts within longer works (see paragraph 5.2).

Foreign Words

4.4 - Foreign words in intelligence reports may or may not be italicized and may or may not be translated. The need for italicizing or translating depends on whether the non-English word or phrase has been naturalized into English, has not been anglicized but is reasonably familiar to American readers, is the title of a publication or work of art, is the name of an organization, or is otherwise governed by some special consideration. Diacritical marks (except hyphens and apostrophes used in transliteration) are not used in ordinary text.

4.5 - Anglicized Words. Do not italicize (or use diacritical marks in) foreign words and phrases that have been naturalized into English. A selected list of such words and phrases is in paragraph 6.4.

4.6 - Familiar Foreign Words. Italicize but do not translate foreign words and expressions that have not been anglicized but are familiar to American readers or are easily understood by virtue of their similarity to English (an English equivalent is preferred unless the foreign expression has a special meaning). Use diacritical marks in such foreign words and expressions only where precise rendition of the foreign words is essential.*

He is remembered for his *sputnik* diplomacy.

As a party *aktiv*, he was watched closely by the police.

The speaker was shouted down by crowds chanting, "*Democracia, democracia!*"

The regime hinted that *agreement*** on the ambassadorial nomination was imminent.

* One example might be a graphic or tabulation set off from the main text, in which--for some specific purpose--the names of foreign individuals or institutions are rendered precisely as they appear in the language or languages of the country or countries concerned. In the same vein, place names on a map usually are spelled with diacritical marks that are omitted when the names appear in the accompanying text. (See paragraph 6.23.)

** The first e in this French word has an acute accent, for which there is no equivalent on most typewriters. Improvising such an accent mark by hand or with the apostrophe key is worse than omitting it altogether.

His experience as *chef de cabinet* was a factor in his nomination.

4.7 - Other Foreign Words. When a non-English word not covered by paragraphs 4.5 and 4.6 is used in ordinary text, italicize it (but do not use diacritical marks) and follow it with a translation in parentheses. This need not be a literal translation if a freer interpretation or explanation, even an extensive one, would be more helpful to the reader. The translation is not italicized unless it constitutes a title of a publication or work of art as described in paragraph 4.3.

The achievement of *enosis* (union)* with Greece is the all-consuming goal of one segment of the Cypriot population.

Brandt's *Ostpolitik* (his policy of seeking harmony with the Communist world)* was a hallmark of his chancellorship.

He earned the coveted *aggregation* (secondary-level teaching credential) the following year.

Manzoni's *I promessi sposi* (*The Betrothed*) is required reading for Dr. Caino's course in Italian literature.

4.8 - Titles of Publications. As stated in paragraph 4.3, any book or periodical title is italicized. A title in a foreign language may or may not be translated, depending on the title and the context.

4.9 - If a translation is given, it should be in parentheses and in italics (see the last example in paragraph 4.7 and note that the capitalization style of the original title follows that of the Italian-language press, whereas the translation follows English-language style).

4.10 - No translation is needed for such familiar titles as *Pravda*, *Trud*, *Der Spiegel*, *Le Monde*, *Izvestiya*, *Neue Zuercher** Zeitung*, *L'Osservatore Romano*, *Paris Match*, and *Kommunist*.

* A translation of *enosis* or explanation of *Ostpolitik* would not be necessary in every instance. They are shown here only as examples of what might be required in certain contexts.

** The diagraph ue in *Zuercher* is an acceptable conventional substitute for the umlauted u in German, as are ae and oe for the umlauted a and o.

4.11 - Some titles--*People's Daily*, for example--have conventionally been cited only in translated form. For this title sometimes and for other titles almost always, an explanation is more relevant and useful than a translation.

People's Daily, official organ of the Chinese Communist Party

Komsomol'skaya Pravda, the mouthpiece of the principal Soviet youth organization

4.12 - Other titles can go either way. For example, the title of *Krasnaya Zvezda* (*Red Star*), the newspaper of the Soviet armed forces, is often cited in Russian followed by a translation, but just as often the title is given only in translated form. Either way is acceptable as long as that way is used consistently in the publication in which the newspaper is cited.

4.13 - Names of Organizations. Whenever possible, use the English translation, rather than the original language, in referring to the name of a foreign organization, institute, government body, political party, educational institution, corporation, or the like.

4.14 - Often, however, there are compelling reasons--including convention, wide recognition, and untranslatability--for giving such a name in the original language. In such cases, do not italicize the name. If a translation is possible, relevant, and/or unobvious, supply one in parentheses following the foreign-language name. If appropriate, give instead or in addition an explanation of the name or description of the organization.

the joint Bulgarian-Hungarian building enterprise, Intransmech

reported by Novosti, the Soviet press agency

the Cuban news agency, Prensa Latina

the Portuguese labor organization
Intersyndical

the Buddhist organization Soka Gakkai and its political arm, Komeito

Chairwoman of Yayasan Haropan Kita (Our Hope Foundation)

the Wissenschaftsrat (Science Council)
debated in the Bundestag [or the Bundesrat]
the defunct an-Nahda (Renaissance) Party
the Parti Quebecois
photographed the Cathedral of Notre Dame
graduate of the Sorbonne
veteran of the Surete
visited the al-Aqsa Mosque in Jerusalem
vote of confidence in the Knesset (Parliament)

4.15 - Imeni in Russian Names. The Russian word *imeni* (named after) is a special case. CIA practice for many years has been to retain the Russian word, untranslated and usually italicized, in the names of organizations otherwise given in English. For example:

the Leningrad Naval Institute *imeni* A. K. Popov

Such names have become familiar within the Intelligence Community in that form and may at times appear in issuances of the Office of Central Reference directed to so-called working-level persons who understand the meaning of *imeni*.

4.16 - However, in OCR and other issuances intended for wide and, especially, a high-level readership, such names are given in a version closer to English. For example:

the Leningrad A. K. Popov Naval Institute

Cited Letters, Words, and Phrases

4.17 - This style guide provides numerous illustrations of another use of italic type: the citing of a letter, word, or phrase in unparenthesized text.*

words ending in *s*

nonabbreviation of *percent*

* See also the last instruction in paragraph 5.26 for illustrations of the similar uses of italic type and quotation marks.

Format

4.18 - Selective use of italic type is also effective in publications design--to give prominence or emphasis, for example, to author attribution, to a subheading, or to a line of figures in a table. Guidance in format, however, is not the subject of this manual.

Names of Craft

4.19 - Do not italicize names of ships,* aircraft, or spacecraft.

seizure of the Pueblo

launched Soyuz-3

a Y-class submarine

the Concorde's noise level

* Do not refer to ships or other craft with the feminine pronoun.

5 - Punctuation

5.1 - The purpose of punctuation is to make writing clear. Punctuation is based on meaning, grammar, syntax, and custom. The trend should always be toward less punctuation, not more.* The trend toward less punctuation does however, call for skillful phrasing to avoid ambiguity and to ensure exact interpretation.

5.2 - The general principles governing the use of punctuation are (1) that if it does not clarify the text it should be omitted and (2) that in the choice and placing of punctuation marks the sole aim should be to bring out more clearly the author's thought. Punctuation should aid in reading and prevent misreading.

5.3 - Both the GPO *Style Manual* (pages 131-147) and the *Merriam Webster's New Collegiate Dictionary* explain and illustrate rules of punctuation that are applicable to intelligence reports. These and other authorities were used in the summary of punctuation rules provided by this chapter.

Apostrophe**

5.4 - Two functions of the apostrophe are to show possessive case and sometimes to create plural forms. (The apostrophe is also used to indicate contractions in words such as *can't* and *it's* that are appropriate in spoken but not written English.)

5.5 - Possessives. The possessive case of most nouns and indefinite pronouns is indicated by some combination of the apostrophe and the letter *s*.

- If a word (either singular or plural) does not end in *s*, add an apostrophe and an *s* to form the possessive.

the woman's book	someone's book
the child's book	the women's books
one's home	people's books

* Material for oral presentation represents an exception to the trend. Such material requires liberal use of commas and dashes to break up otherwise monotonous vocal patterns and to enable the speaker to breathe at the proper places in the phrasing.

** In typewritten text the apostrophe is the same as the single quotation mark. See the section on "Quotation Marks."

-- If the singular of a word ends in *s*, add an apostrophe and an *s* unless the added *s* sound is not present in the word's normal pronunciation; in such cases, add only the apostrophe.

-- If the plural of a word ends in *s*, add only the apostrophe.

the boys' team the two leaders' rift
the Joneses' address the Soviets' policy*

-- In compounds, make only the last word possessive.**

secretary general's speech
commander in chief's decision
Shah of Iran's statement
someone else's bat

-- In a combination of two or more nouns for which joint possession is to be indicated, make only the last noun possessive; if individual possession, make all or both nouns possessive.

Pat and Mike's get-together for lunch is scheduled for 17 March.

Pat's and Mike's lunchtimes never seem to coincide.

Gable's, Colbert's, and McCarey's Oscars
were for the same film.

Rodgers and Hammerstein's only collaboration specifically for a film was in *State Fair*.

* Use of the possessive in a phrase like this is an easy fix for one of the most frequent writing errors, the antecedentless pronoun, as in "the Soviet policy toward their minorities." Change the adjective *Soviet* to the possessive noun *Soviets'* to give *their* an antecedent.

** If the compound is plural (see paragraph 6.6), use the *of* possessive (paragraph 5.8) unless the plural is formed in the final word of the compound: *decisions of the attorney general, but the general counsels' decisions.*

-- In geographic names, firm names, the names of organizations and institutions, and the titles of publications, follow the authentic form.

Harpers Ferry	Veterans Administration
People's Republic	Johns Hopkins University
Reader's Digest	St. Peter's Church
Harper's Bazaar	Court of St. James's

-- Do not use an apostrophe after names of states or countries and other organized bodies ending in *s*, or after words more descriptive than possessive, except when the plural does not end in *s*.

League of	editors handbook
Nations mandate	Weight Watchers meeting
Kansas law	<i>but:</i> National Organization
teachers college	of Women's headquarters

-- Do not use the apostrophe with the possessive form of personal pronouns.

ours	his
yours	hers
theirs	its (Do not confuse with the contraction <i>it's</i> [<i>it is</i>].)

5.6 - The possessive case is often used in lieu of an objective phrase even though ownership is not involved.

two hours' work	for pity's sake
several million	for old times' sake
dollars' worth	a day's pay
[<i>but:</i> \$10 million worth]	

5.7 - The possessive case is used with a noun or pronoun used in an adjective sense or, if unavoidable, for a noun or pronoun preceding a gerund.

Mary is a friend of John's.

Economy was one reason for George's buying a small car. (*Better:* Economy was one reason George bought a small car.)

5.8 - As a general rule, the possessive form made up of an apostrophe and an *s* (the Minister's) is used for nouns denoting persons, and the form combining the preposi-

tion of and a noun object is applied to organizations or inanimate things (a decision of the Ministry). However, the s possessive is commonly used for the inanimate in expressions that indicate time (moment's notice, year's labor) and in other familiar phrases (heaven's sake, heart's content). Which possessive form to use often depends on sound or rhythm: the s possessive is more terse than the longer, more sonorous of phrase (morning's beauty, beauty of the morning).

5.9 - Plurals. The apostrophe is inserted before the s to form the plurals of single letters, of most numbers, and of abbreviations ending with a period.* It is not inserted before the s in the plurals** of groups of letters or hyphenated letter-number combinations unless needed to enhance comprehension. It is omitted in the plurals** of groups of digits designating decades or centuries.

dotted i's	Ph.D.'s	MIGs
7's and 8's (but: SS-7s and SS-8s)	M.A.'s the 1970s the 1960s	ICBMs SS-X-16s RVs
11's and 13's (but: SS-11s and SS-13s)	the 1800s size 12's type IV's	SS-N-4s but: Mod 2's all Mods of
H-Is and H-IIs	Kresta-IIIs	the SS-11

5.10 - To form the plurals of spelled-out numbers, of most words referred to as words, and of words already containing an apostrophe, add just s or es. But, add 's to indicate the plural of words referred to as words if the omission of an apostrophe would cause difficulty in reading.

One of Bernstein's best style books is *Dos, Don'ts & Maybes of English Usage*, but it fails to point out that most incorrect due to's can be remedied by changing them to because of's.

Note that the 's (italicized here according to rule 4.17 in chapter 4) is not italicized when attached to form the plural forms of due to and because of in the preceding example or in "dotted i's" (above).

* An abbreviation of a unit of measure has neither a period nor a plural form (1 km, 2 km).

** Not to be confused with the possessive forms in a sentence such as: "Because of 1976's accelerated test schedule, the ICBM's initial deployment to operational silos may be advanced."

Brackets

5.11 - Brackets are used:

-- To enclose a parenthetical word or expression within a set of parentheses.

He is well educated (mostly by private tutors in his native Pittsburg [Kansas]).

-- To set off editorial remarks within quoted material.

The Minister stated, "The results of the election [of 3 March] will be reexamined."

-- To enclose numbers referring to sources listed at the end of an article or report. (Such usage, which reserves superior numbers for reference to footnotes, should be explained in a preface, foreword, or footnote.)

Adams's strong defense of that law [2] was subsequently challenged by his own son in an essay [3] published after the father's death.

Bullet

5.12 - The solid circular symbols used to introduce special material set off within a column of text are called bullets. In this function they may be used instead of or in combination with the em dash. The bullet is more eye catching than the em dash. For this reason, it is convenient to use in combination with the em dash in a series of indented blocks of text in which some blocks are subsets of more important ones. For example:

• This would be a primary bullet phrase.

-- This would be a secondary phrase subordinate to the bullet phrase above.

-- This would be another secondary phrase.

• This would be the next primary phrase.

-- Phrases pertinent to this phrase then would be listed under it like this.

-- And this.

5.13 - Capitalize the first letter of all material introduced by a bullet or an em dash and end each phrase with a period (unless a question mark is needed). Introduce the material with a colon at the end of the preceding paragraph.

Colon

5.14 - The colon is used:

-- Before a final clause or phrase that summarizes or expands preceding matter.

Food, clothing, fuel, and building materials:
these are the critical items.

The delegation visited four American cities:
Baltimore, Pittsburgh, Cleveland, and Detroit.

Jones served in three Ministries: Economy; Communications, Power, and Industry; and Agriculture.

-- To separate two main clauses if the second amplifies or explains the first. (Otherwise, use a semicolon, as shown in the second instruction of paragraph 5.33).

Railroading is not a variety of outdoor sport: it is a service.

He is well qualified to serve as Foreign Minister: he has held posts in the Ministry since 1942 and has served abroad many times.

-- To separate titles and subtitles.

The Tragic Dynasty: A History of the Romanovs

Editorial Consistency: An Agency Goal

-- To show ratios, for which figures (not spelled-out words) are always used. But use a hyphen if the ratio is used adjectively.

20:1 (but a 20-to-1 chance)

-- To introduce lengthy material set off from the rest of the text by indentation, as in the text on this page. If the material set off is a quotation, the indentation precludes the need for quotation marks.

Comma

5.15 - The comma is the most frequently used mark of punctuation and the most frequently misused. There is a general tendency to use too many commas, but the sin of omission is almost as common as the sin of commission. The comma is used:

- To separate two words or figures that might otherwise be misunderstood.

Of the total, production was the greatest single item.

To his younger brother, Murray was a paragon whose every action was to be imitated.

Instead of thousands, hundreds were built.

In 1953, 523 units were completed.*
(but: In 1953 about 500 units . . .)

- To separate from each other the parts of a series of coordinate modifying words (if you can substitute *and* for the comma, the words are coordinate).

short, swift streams

long, slender, brittle stems

If the modifying words are not coordinate--that is, if one modifies another or a unit of which another is a part--the comma is not used.

illegal drug traffic

short tributary streams

- To set off nonrestrictive words, phrases, or clauses.

The chairman, George Smith, spoke last.

The work was, in fact, completed.

The manager, who was dismissed in 1952, was reappointed in 1953.

* Even with a comma, however, such a juxtaposition of digits should be avoided if possible by rewording the sentence.

His brother, Joseph, was appointed.
(He had only one brother.)

Mitchell's novel, *Gone With the Wind*, was
a bestseller. (She wrote only one novel.)

Actual production, however, was lower.

Whether or not the element is nonrestrictive, or nonessential, is determined by the intent of the sentence. Note that in the following sentences each of the elements that are nonrestrictive in the sentences above is necessary to the meaning of the sentence in which it appears, is therefore restrictive, and is not set off by commas.

Cochairman Smith spoke last (not Cochairman Jones).

The work must be completed *in fact* as well as in theory.

The manager who was dismissed in 1952 was rehired in 1953. (The *who* clause identifies the particular manager being discussed.)

His brother Joseph was appointed.
(He had more than one brother.)

Jones's novel *From Here to Eternity* was his biggest seller. (He wrote several novels, most of which sold well.)

However hard they tried, production stayed low for several years.

-- To set off contrasting statements in a sentence.

Pompidou, not De Gaulle, made the decision.

-- After each element except the last within a series of three or more words, phrases, clauses, letters, or figures used with *and* or *or* (if none of the elements in the series is a phrase or clause with internal commas).

Copper, lead, zinc, and tin were mined.

The contestants may dance, play an instrument, or give a recitation.

The data were collected, estimates were made, and conclusions were drawn.

Complete forms A, B, and C by writing 1, 2, or 3.

If one or more of the elements in the series is a phrase or clause with internal commas, use semicolons instead of commas between the elements, rearranging the sentence if necessary to put the series at the end. No matter how short the elements, use the semicolon before the *and* or *or*.

The chief exports were brass, which is an alloy; platinum, which is a precious metal; and tin. (*never*: Brass, which is an alloy; platinum, which is a precious metal; and tin were the chief exports.) (See paragraph 5.33.)

-- Before the coordinating conjunction in a compound sentence (a sentence that contains at least two independent clauses).

He served in the Army until 1956, and then he went to work for the telephone company.

The country imports copper, iron, and lead, but domestic tin is available.

In a simple sentence with a compound predicate the comma is not used before the coordinating conjunction unless needed for clarity.

He served in the Army until 1956 and then went to work in a bank.

He went to the USSR to study but decided not to stay.

But: He goes to sleep the minute he hits the bed, and springs out of it in the morning, eager to begin a new day, even when he has had only a few hours' sleep.

-- To separate digits of most numbers in the thousands and unrounded millions. (See also paragraph 2.8.)

1,078,162	3,399.243046
1,000	5,752,194 (if rounded,
6,201	5.75 million, 5.8 million,
250,000	or 6 million

-- To separate from a main clause an introductory clause or phrase that is long or that might cause confusion without a comma.

Because the corporation derived much of its 1975 income from suburban outlets, it established several new ones in 1976. (*but:* After his defeat he retired from public life.)

-- To separate a beginning participial phrase modifying the subject or an absolute phrase before the subject.

Based on previous experience, his program for completing the project was swiftly approved.*

To begin with, Smith worked as an engineer.

-- To separate title of person and name of organization in the absence of the words *of* or *of the*.

director, Coal Division, Ministry of Mines

-- To indicate omission of a word or words, unless the construction is clear enough without commas.

In spring and fall there is hiking there; in summer, sailing; in winter, skiing. (*but:* The data were collected, estimates made, and conclusions drawn.)

-- To separate an introductory phrase from a short direct quotation (for long quotations, use a colon instead).

He said, "Now or never."

-- To set off geographic names, such as that of a province, state, or country, from a city name. If the name set off is in midsentence, commas must be used before and after.

He was born in London, England, but grew up in London, Ontario.

* The phrase "based on," like "due to," has one of the most frequently misused dangling modifiers in the English language. A sentence like that above, with participle and modified word properly juxtaposed, is often misphrased something like: "Based on previous experience, he managed to get his program approved swiftly." As for "due to," the easiest solution usually is to replace the phrase with "because of."

Dash (or Em Dash)

5.16 - The dash (or em dash, not to be confused with the en dash, explained below) is represented in this and other typewritten--as opposed to composed or printed--texts by two hyphens, as shown on this page. Note that when the dash falls within a sentence there are no spaces before or after it, but when it is used to mark the beginning of material set off by indentation there is a space after the dash.

5.17 - The dash should be used only when it is needed, and not when other punctuation such as a comma, a colon, or parentheses would suffice. Excessive use presents a visual barrier to the reader and interrupts the flow of thought. The dash should never be used immediately after a comma, a semicolon, or, except in the last function described below, a colon. The dash is used:

-- To set off parenthetical matter (in this function a pair of dashes can often be replaced by parentheses and should be if there would otherwise be two pairs of dashes within a sentence). If the dash is used to set off material *at the end of a sentence*, only one dash, at the beginning, is needed. If the material is set off *within the sentence*, only another dash (not a comma or a semicolon) can be used to end the setoff phrase or clause.

He was a key figure in the successes--as well as the problems, both domestic and international--of Japan's trade policies.

He has three sons--Thomas, 23; Richard, 13; and Henry, 10.

Six countries--Italy, Switzerland, Austria, West Germany, the Netherlands, and the United Kingdom--were included in the tour.

He goes home twice a year--at Christmastime and on his birthday--and he never stays for more than two days. (In this example, the necessary second dash supersedes the comma that would ordinarily divide the two clauses of this compound sentence.)

The report for 1976 (the calendar, not the fiscal, year) led to an angry exchange--unusual for January--in the legislature.

-- Before a final clause that summarizes a series of ideas (in this function the dash is often used interchangeably with the colon).

Freedom of speech, freedom of worship,
freedom from want, freedom from fear--
these are the fundamentals of moral
world order.

-- To mark the beginning of each part of a block of material (other than quotations) set off by indentation from the rest of the text, as in the text on this page. (In this function the dash is used interchangeably with the bullet. See paragraphs 5.12 and 5.13.)

Ellipsis

5.18 - In CIA publications an ellipsis (the omission of words within quoted material) is represented by three spaced periods (not asterisks, or "stars," as in the GPO). When an ellipsis occurs at the end of a sentence that does not end the quotation, a fourth period (or other punctuation, if appropriate) precedes the spaced periods. When only part of a sentence is quoted, periods to show omission are required only within the quotation, not at the beginning or the end.

The President began his address with the observation that in 1776 "our fathers brought forth . . . a new nation, conceived in liberty and dedicated to the proposition" of equality for everyone.

In his words, "we can not consecrate . . . this ground. The brave men . . . who struggled here . . . have consecrated it. . . . The world . . . can never forget what they did here."

En Dash

5.19 - The en dash (not to be confused with the dash, or em dash, explained above) is represented in this and other typewritten (as opposed to composed or printed) texts by a hyphen with spaces on each side (#-#). (In nontypewritten text for which the true en dash is available, the spaces are omitted.) The en dash is, in effect, a superhyphen, used instead of a hyphen to hyphenate hyphenated material, or to hyphenate a compound modifier

that includes one or more compound elements. (The en dash can usually be avoided by rewording.)

Ha-erh-pin - Shen-yang railroad (*or railroad between Ha-erh-pin and Shen-yang*)

Saudi Arabia - United Arab Emirates border
(*or border between Saudi Arabia and the United Arab Emirates*)

Health Department - sponsored program
(*preferred: program sponsored by the Health Department*)

SS-19 - type silos (*preferred: silos of the SS-19 type*)

but E-II-class submarine (Use two hyphens, not a hyphen and an en dash, because this is a special category. See paragraph 7.41.)

Exclamation Point

5.20 - The dispassionate tone expected of intelligence reports makes the exclamation point rare, if not nonexistent, in CIA issuances.

Hyphen

5.21 - Use of the hyphen is better illustrated in the chapters (2, 6, 7, and 8) on numbers, spelling, and compound words. Note that the hyphen is used in CIA in many instances in which the GPO would use an en dash--for example, combinations of letters and figures in numerical compound modifiers.

Parentheses

5.22 - Parentheses are used as follows. (See also paragraph 5.11 on the use of brackets in functions similar to but distinct from those served by parentheses.)

-- To set off a word, phrase, or sentence that is inserted by way of comment or explanation within or after a sentence but that is structurally independent of it.

This style guide (unclassified) will be widely disseminated.

He graduated from Grizzly Teachers College
(part of the state university system) . .

Three old destroyers will be scrapped.
(All three of them have been out of
commission for some time.)

Note that the placement of the periods in the
last two examples above depends on whether the
parenthetical insertion is part of the sentence
that occasioned it or is an independent complete
sentence. In the following example, note that
the comma follows the parentheses enclosing an
insertion made in the middle of a series separ-
ated by commas.

He visited Portland (Maine), Baltimore, and
Dallas.

-- To enclose cross-references.

Japan's exports have risen steadily for
the past 10 years (see figure 3).
. . . or: (appendix A).
. . . or: (see the table).
. . . or:. (See figure 3.)

-- To enclose numbers or letters in a series.

We must set forth (1) our long-term goals,
(2) our immediate objectives, and (3) the
means at our disposal. (Do not omit the
first parenthesis in this usage.)

-- To enclose translations or explanations--if necessary--
of foreign words or to enclose the original language
following the English version (see also the "Foreign
Words" section in chapter 4, starting at paragraph 4.4).

He referred to the document as an estimate
(*otsenka*).

Her best known novel is *Aimez-vous Brahms?*
(*Do You Like Brahms?*). [Italicize the
translation because it is still a title.]

Pointing to the skyline as we neared the
capital, he trumpeted the nation's new
grandezza--even as we passed one of the
favelas (shantytowns) outside the city.

Period

5.23 - The use of the period is so elementary that it hardly needs to be discussed in this guide except to point out that it is not generally used in CIA for abbreviations (see chapter 3). The placement of the period in its principal function, to terminate a nonexclamatory or noninterrogative sentence, is discussed and illustrated in other parts of this chapter on punctuation--under "Parentheses" and "Quotation Marks," for example. See also "Ellipsis," which discusses one of the period's sidelines.

Question Mark

5.24 - As with the period, a discussion of the function of the question mark borders on stating the obvious. Note, however, that, apart from its principal function of terminating interrogative sentences, the question mark is used:

- To show the writer's uncertainty (or ignorance) when placed next to (or instead of) a figure in a tabulation. Similar application can be made within the text, but this should be kept to a minimum.

The paper was a hodgepodge, trying to deal with poets as diverse as Omar Khayyam (?-1132?) and Geoffrey Chaucer (1340?-1400).

- At the end of an appropriate title.

Moscow and the Eurocommunists: Where Next?

A Credible Nuclear Deterrent?

Quotation Marks

5.25 - Quotation marks come in two sizes, double and single. The latter never appears unless the former is present and is not to be confused with its identical twin (in typewritten text), the apostrophe, which is discussed in the section so titled. The confusion is easily avoided because, unlike the apostrophe, the quotation mark, single or double, must always be used in a pair.

5.26 - Double Quotation Marks. A pair of double quotation marks is used:

- To enclose direct quotations. (If the quotation is a long one--say, half a dozen lines or

more--set it off by indentation and centering within the text column, omitting the quotation marks. [See also paragraph 5.28.]

"The President," he said, "will veto the bill."

Who asked, "Why?"

Why label it a "gentlemen's agreement"?

The citation read: "For meritorious service beyond the call of duty."

-- To set off titles of poems and songs and of articles, short stories, and other parts of a longer work.

"Hallelujah" is the best known chorus from Handel's *Messiah*.

Who wrote the article "Thermonuclear Processes" in that issue of *Survey*?

Have you read Robert Frost's poem "Fire and Ice"?

"Punctuation" is one of the chapters in the GPO *Style Manual*.

-- To set off words or phrases used or cited in a special sense. (In this function, quotation marks are sometimes used interchangeably with italic type. In this style guide, italic type generally is used for cited letters and words [see paragraph 4.17], and quotation marks to enclose phrases or clauses used as examples.)

Do not capitalize the *s* in *socialist* in the phrase "most British socialists join the Labor Party."

The North Korean press put the blame on "US imperialism."

If this is a "working" vacation, why are you lying there doing nothing?

5.27 - Be careful not to overuse or misuse quotation marks. Use them to enclose words used in a special sense (such as Communist jargon) but do not use quotation marks

to apologize for acceptable English words or in an attempt to redeem slang. And never allow the reader to wonder why they were used. For example, the wording "the Soviets took a 'pragmatic' approach" is obscure, probably meaning "the Soviets took what they called a pragmatic approach"; the reader, however, may assume that the quotation marks around *pragmatic* connote some "special" meaning, and he may waste time looking for an explanation.

5.28 - Single Quotation Marks. As illustrated in examples above and below, a pair of single quotation marks is used to enclose a quotation within a quotation. (Exception: If a quotation is set off by indentation, rather than by quotation marks, a quotation within it would use double, not single, quotation marks.)

5.29 - Punctuation With Quotation Marks. Also illustrated in the examples already given are the positions of various punctuation marks inside or outside quotation marks.*

- Commas and periods always go inside quotation marks (single and double).
- Semicolons and colons always go outside the final quotation mark.
- Other punctuation marks are placed inside quotation marks at the end of a sentence only if they are part of the matter quoted.

5.30 - Here are four more examples, for the proverbial "good measure":

He said, "I used the term 'gentlemen's agreement.'"

He asked, "Why label it a 'gentlemen's agreement'?"

"Remember," she said, "what Grandfather used to advise: 'When other people run, you walk.'"

"Do you remember," she asked, "that Grandfather used to advise: 'When other people run, you walk'?"

* An asterisk or a superior reference number or letter normally follows all punctuation marks except a dash but falls inside a closing parenthesis or bracket if it applies only to the matter within the parentheses or brackets.

5.31 - Terms Precluding Need for Quotation Marks.
Quotation marks are not used to enclose expressions following terms such as *known as*, *called*, or *so-called*.

Aluminum is known as aluminium in Canada.

Your so-called investigating body has not done much investigating.

If this is called profit and loss, when do we start profiting?

5.32 - Other such terms, however, clearly call for either italicizing or enclosing in quotation marks the word or words that follow them--the terms *entitled*, *named*, *endorsed*, and *signed* or their equivalent.

That report is classified "Top Secret."

After the word *treaty*, insert a comma.

The word *radar* is an acronym derived from the term "radio detecting and ranging."

Semicolon

5.33 - The semicolon can be regarded to some extent as a supercomma, because it supersedes the comma in cases where a comma is not clear enough for the function intended. The semicolon is used:

-- To separate the elements in a series that falls at the end of a sentence and cannot be separated by commas without risk of making the sentence difficult to understand. If such a series is in midsentence, reword the sentence to put the series at the end. (See also the fifth instruction under "Comma," in paragraph 5.15.)

The major inputs are iron ore, which comes from Poland; nitric acid, which is imported from Czechoslovakia; magnesium, which is supplied primarily by the USSR; and nickel, which is furnished in adequate quantities by domestic producers.

The principal legatees were a niece, Jane Wilson; a longtime servant, Samuel Jones; and the city library.

- To separate the clauses of a compound sentence when a coordinating conjunction is not used.

He received a B.A. degree from Arctic College in 1956; later he attended Antarctic University.

A fool babbles continuously; a wise man holds his tongue.

- Before an independent second clause introduced by one of the conjunctive adverbs (accordingly, also, consequently, furthermore, hence, however, indeed, moreover, nevertheless, otherwise, so, still, then, therefore, thus, yet).

Some Americans spend millions of dollars for junk food; consequently, their teeth are rapidly deteriorating.

Smith speaks English, French, German, and Russian well; moreover, he understands Persian, Urdu, and Vietnamese.

You should take your umbrella with you; otherwise, you are likely to get wet.

Virgule

5.34 - The virgule (also called diagonal, oblique, shill, slant, slash, and solidus) should be used sparingly and never in place of a hyphen or dash. The virgule is used:

- To indicate a 12-month period occurring in two calendar years.

fiscal year 1965/66

crop year 1970/71

marketing year 1973/74

academic year 1977/78

- To represent *per* in abbreviations.

km/h (kilometers per hour)

r/min (revolutions per minute)

-- To separate alternatives.

These designs are intended for high-heat
and/or high-speed applications.

He sat for hours at his typewriter in a
catatonic/frenzied trance trying to
cover every possible contingency of
style usage in the Agency.

6 - Spelling

6.1 - To avoid the confusion of consulting various authorities on spelling, the GPO *Style Manual* uses as its single guide *Webster's Third New International Dictionary*, published by the G. & C. Merriam Company. The GPO manual and that dictionary--or the abridged versions, called *Webster's New Collegiate Dictionary*--were used for the spelling guidance given in this chapter and in chapters 7 and 8 (on compound words). Where there is a difference, the GPO version usually prevails over the Merriam. For a word not spelled in this style guide, the next order of authority is the GPO manual and then the Merriam dictionary.

Preferred and Difficult Spellings*

6.2 - The list below gives the preferred forms of words with variant spellings and words frequently misspelled. Many other such words are dealt with in special categories elsewhere in this chapter.

aberration	all together	assassinate
abridgment	(collectively)	auxiliary
accommodate	altogether	awhile (adv, for a time)
acknowledgment	(completely)	a while (n, a period of time)
acoustic	aluminum	ax
adviser	amorphous	
aegis	analog (as computer term)	backward
affect (v, influence)	analogue (all other meanings)	battalion
effect (n, result; v, bring about)	anemia	beneficent
afterward	anesthetic	blessed
aging	aneurysm	bloc (group)
aid (n, v)	anomalous	blond (fem, masc)
aide	anonymous	born (given birth)
align, aligned, alignment	antibiotics (n) antibiotic (adj)	borne (carried)
all ready (prepared)	anyway (adv)	bourgeoisie
already (previous)	archeology	breach (gap)
all right	ascendance	breech (lower part)
	ascendant	brunet (fem, masc)
	ascent (rise)	burned
	assent (consent)	caliber

* See also chapter 8 (Guide to Compounding), beginning on page 91. That chapter consists for the most part of a comprehensive list of preferred spellings of compound words.

callus (n)	complement	downward
callous (adj)	(complete)	draft
candor	compliment	drought
canister	(praise)	dyeing (coloring)
cannot	confectionery	dying (near death)
canoeing	confidant (n,	
canvas (cloth)	fem, masc)	eastward
canvass (solicit)	confident (adj)	effect (see <i>affect</i>)
capital (city)	connoisseur	elicit (to draw)
capitol	consensus	illicit (illegal)
(building)	consummate	embarrass
carat (weight)	converter	embarrassment
caret (omission	conveyor	embellish
mark)	corollary	emigrant (going
Caribbean	corroborate	from)
cartilage	councilor	immigrant (coming
casual	(council	into)
(unimportant)	member)	emigre
causal (of	counselor	encase
cause)	(adviser)	enclose
catalogue,	crystalline	closure
catalogued,	crystallize	encumber
cataloguing		encumbrance
cataloguer	defense	encyclopedia
center	demagogue	endorse
chancellor	demarcation	endorsement
chancellery	dependent (n, adj)	enforce
changeable	descendant (n, adj)	enforcement
chaperon	desiccate	enrollment
chauvinism	deterrent	ensure (guarantee)
check	devastate	insure (cover by an
cigarette	develop,	insurance policy)
citable	developed,	entrench
clamor	developing	entrepreneur
clew (nautical)	development	entrust
clue (other	device (n)	entwine
meanings)	devise (v)	envelop, enveloped,
climactic (of	dialogue	enveloping (v)
climax)	discreet (prudent)	envelope (n)
climatic (of	discrete	epilogue
climate)	(distinct)	escapable
cocaine	disk	esthetic
coconut	dispatch	evacuee
collateral	dissension	exhibitor
colloquy	distillation	exhilarate
colocate	distributor	exonerate
colossal	doctrinaire	exorbitant
commingle	doggerel	expose (n, three
commiserate	dossier	syllables; exposure)

expose (v, two syllables; to lay open)	guaranty (n, used only in a legal sense)	intern
extant (in existence)	guerrilla	intransigent (n, adj)
extensometer	harass	inward
eying	healthful (producing health)	italic
farther (of distance)	healthy (in good health)	judgment
further (of time, degree, addition)	hemorrhage	kaleidoscopic
favor	heterogeneous	labor
fiber	homogeneous	liaison
fiord (as common noun; as part of name, follow decisions of US Board on Geographic Names)	hypocrisy	license
flammable (not inflammable)	idiosyncrasy	likable
fledgling	idyl	loath (adj, reluctant)
flier	immigrant (see emigrant)	loathe (v, detest)
fluorescent	impasse	logistics (n)
forbade	impostor	logistic (adj)
forbear (v, tolerate)	imprimatur	maneuver
forebear (n, ancestor)	indeterminate	manifold
foreword (preface)	indict (to accuse)	mantel (shelf)
forgettable	indite (to compose)	mantle (cloak)
forgo (do without)	inequity (unfairness)	marijuana
forego (precede)	iniquity (sin)	meager
fulfillment	ingenious (skillful)	medieval
fulsome	ingenuous (without guile)	meteorology
further (see farther)	innocuous	meter
fuse (all meanings)	innuendo	mileage
fuselage	inoculate	milieu
grievous	inquire (not enquire)	minable
gauge	inquiry (not enquiry)	minuscule
gazetteer	installment	missile
goodby	insure (see ensure)	misspell
gray	intelligentsia	mold
gruesome	interceptor	moneys
guarantee (n, v)	interment (burial)	monologue
	internment (detention)	movable
		Muslim
		nonplused
		northward
		occasional
		ordinance (law)
		ordnance (of weapons)
		percent
		perquisite (privilege)
		prerequisite (need)

personal (of the individual)	rapprochement	stratagem
personnel (staff)	reconnaissance	stubbornness
perspective (view)	reconnoiter	subpoena
prospective (expected)	referee	subtlety
picnicking	reinforce	sulfur (derivatives also spelled with f)
politicking	renaissance	surreptitious
portentous	salable	surveillance
practice (n, v)	satellite	synonymous
precedence	separate	
(priority)	sizable	
precedents (prior instances)	skied, skiing	theater
predilection	skillful	therefor (for it)
principal (chief principle)	sometime (adj [obsolete], occasional; adv [obsolete], at unspecified time)	therefore (for that reason)
(proposition)	some time (adv [preferred], at unspecified time; n, an unspecified time)	threshold
privilege	sometimes (adv, occasionally)	toward
proffer	staunch	trafficking
prologue	stationary (fixed)	tranquilize(r)
propellant (n)	stationery (paper)	tranquillity
propellant (adj)		transcendent
prophecy (n)		transshipment
prophesy (v)		
Quebecer		vacillate
questionnaire		vilify
		villain
		westward
		willful

Americanized Spelling of British Terms

6.3 - When the American and British spellings of common English words differ, the American spelling is always used, even when these common words form part of a proper name usually spelled with British English.

Labor [*not Labour*] Party
 Minister for Defense [*not Defence*]
 Minister of Colored [*not Coloured*] Relations
 Industrialization [*not Industrialisation*] Board
 Israel Defense [*not Defence*] Forces
 Programs [*not Programmes*] Chairman

Anglicized Foreign Words*

6.4 - Many foreign words and phrases have been thoroughly anglicized. Others are not as easily comprehended

* See also the "Foreign Words" section, beginning at paragraph 4.4. in chapter 4.

by American readers and, unless there is no equivalent English expression, should not be used (for example: *ad hominem*, *a priori*, *ex post facto*, *in toto*, *ipso facto*, *modus operandi*, *modus vivendi*, *passim*, *prima facie*, *sine qua non*). Other foreign expressions have become too familiar and should be avoided because they sound hackneyed or affected (for example: *apropos*, *confrere*, *faux pas*, *par excellence*, *piece de resistance*, *tete-a-tete*). Listed below are examples of foreign-derived words sufficiently common or functional to be used without italic type.

ad hoc	demande	naivete
alter ego	denouement	ombudsman
attache	detente	per capita
avant-garde	devotee	per diem
bete noire	elan	per se
blitzkrieg	elite	persona non grata
bona fide	emigre	precis
carte blanche	ennui	pro forma
cause celebre	en route	protege
charge d'affaires	entrepot	quid pro quo
chateau	esprit de corps	rapprochement
cliche	ex officio	regime
communique	expose	resume
coup d'etat	facade	sic
debacle	fait accompli	status quo
debris	forte	verbatim
de facto	habeas corpus	vice versa
de jure	laissez faire	vis-a-vis

Plural Forms*

6.5 - *O* Endings. Nouns ending in *o* preceded by a vowel add *s* to form the plural; nouns ending in *o* preceded by a consonant add *es* to form the plural, except as indicated in the following selected list.

commandos	kimonos	salvos
dynamics	magnetos	solos
egos	mementos	tobaccos
escudos	mestizos	twos
Eskimos	octavos	virtuosos
ghettos	provisos	zeros

6.6 - Compound Terms. For the plurals of compound terms, use the plural form of the significant word or words. If there is no significant word, the plural is formed on the last word.

* See also paragraph 5.10.

adjutants general	governors general
aides-de-camp	grants-in-aid
also-rans	hangars-on
ambassadors at large	higher-ups
assistant comptrollers general	inspectors general
attorneys general	ministers-designate
brothers-in-law	passers-by
charges d'affaires	pick-me-ups
commanders in chief	presidents-elect
consuls general	rights-of-way
courts-martial	secretaries general
deputy chiefs of staff	trade unions
general counsels	under secretaries
go-betweens	vice chairmen
goings-on	women astronauts

6.7 - Other Difficult Plurals. Following are other words with plural forms that might cause difficulty.

addendum, addenda	maximum, maximums
alumna, alumnae (fem)	medium, media*
alumnus, alumni (masc)	memorandum, memorandums
antenna, antennas (antennae, zoology)	minimum, minimums
appendix, appendixes	minutia,** minutiae
axis, axes	nucleus, nuclei
basis, bases	oasis, oases
bureau, bureaus	parenthesis, parentheses
chassis, chassis	phenomenon, phenomena
consortium, consortiums	plateau, plateaus
crisis, crises	radius, radii
criterion, criteria*	referendum, referendums
curriculum, curriculums	sanatorium, sanatoriums
datum,** data*	sanitarium, sanitariums
dogma, dogmas	stadium, stadiums
ellipsis, ellipses	stimulus, stimuli
erratum, errata	stratum, strata
focus, focuses	syllabus, syllabuses
formula, formulas	symposium, symposia
forum, forums	synopsis, synopses
Germany, Germanys	tableau, tableaus
hypothesis, hypotheses	taxis
index, indexes (indices, scientific)	terminus, termini
insigne,** insignia	thesis, theses
matrix, matrices	vertebra, vertebrae (vertebrae, scientific)
	virtuoso, virtuosos

* Do not use *criteria*, *data*, and *media* as singular words.

** The singular forms *datum*, *insigne*, and *minutia* are rarely used.

Endings -yze, -ize, and -ise

6.8 - A word with a final syllable that rhymes with *eyes* is usually spelled in one of three ways. The letter *l* is followed by *yze* if the word expresses an idea of loosening or separating. The word is always a verb and the related noun ends in *ysis*.

analyze (analysis)

paralyze (paralysis)

Most other words in this class end in *ize*. Among the exceptions are words ending in *wise* and the following words.

advertise	disguise	incise
advise	enfranchise	merchandise
arise	enterprise	revise
chastise	excise	rise
comprise*	exercise	supervise
compromise	exorcise	surmise
despise	franchise	surprise
devise	improvise	televise

Endings -sede, -ceed, and -cede

6.9 - A verb with a final syllable that sounds like *seed* is usually spelled in one of three ways. As shown below, only one such word ends in *sede*, only three end in *ceed*, and the others end in *cede*.

supersede

exceed
proceed
succeed

accede
concede
intercede
precede
etc.

Endings -ible and -able

6.10 - Below is a selected list of often-used words ending in *ible*; most other words in this class end in *able*.

accessible
admissible
apprehensible
audible
collapsible

combustible
compatible
comprehensible
contemptible
convertible

credible
deductible
defensible
discernible
discussible

* For the sake of consistency, use *comprise* to mean "to be made up of" rather than the opposite: the United States comprises 50 states, not 50 states comprise the United States. Say that the United States is made up of (not is comprised of) 50 states. (In fact, avoid the word, if possible, because it is frequently mistyped as *compromise*.)

divisible	incorruptible	irresponsible
edible	incredible	irreversible
fallible	indefensible	legible
feasible	indelible	negligible
flexible	indestructible	ostensible
forcible	indigestible	perceptible
horrible	indivisible	permissible
illegible	inedible	persuasible
immersible	ineligible	plausible
imperceptible	inexhaustible	possible
impermissible	infallible	producible
impersuasible	inflexible	receptible
implausible	intangible	reducible
impossible	intelligible	reprehensible
inaccessible	interruptible	responsible
inadmissible	invincible	reversible
inaudible	invisible	sensible
incompatible	irascible	susceptible
incomprehensible	irreducible	tangible
incontrovertible	irrepressible	terrible
incorrigible	irresistible	visible

Doubled Consonants

6.11 - There is no firm rule about whether or not to double a single consonant following a single vowel at the end of a word before adding a suffix beginning with a vowel. For one-syllable words the consonant is almost always doubled (*rob, robbed, robber, robbery*). For words of more than one syllable the consonant is usually not doubled unless the accent in the derivative falls on a syllable containing the troublesome consonant or its double (*cancel, canceled, canceling, but cancellation; refer, referred, referring, but reference*).

6.12 - Inevitably, however, there are exceptions to both the rules stated above. The derivatives of *bus*, for example, break the rule for one-syllable words (*bus, bused, buses, busing*). The derivatives of *handicap* run counter to the formulation for words of more than one syllable (*handicap, handicapped, handicapping*). The Merriam dictionary sometimes gives first spelling preference to a doubled-consonant derivative (*programmed*) but also approves a single-consonant variation that is the spelling preferred by the GPO (*programed*).

6.13 - The tendency in American (as opposed to British) usage has been to use a single consonant in most cases where there is a choice. That tendency is reflected in the spelling preferences specified in this guide. The first order

of preference is the GPO choice if there is one; if not, our spelling is taken from Merriam; if Merriam gives a choice, the single-consonant version is always preferred.

6.14 - The following list, covering mainly words of more than one syllable (for which there are more exceptions than for monosyllables), gives selected words susceptible to misspelling or preferred spellings for certain words for which there is a choice.

appall, appalled, appalling
benefit, benefited, benefiting
bias, biased, biases, biasing
bus, bused, buses, busing
cancel, cancelable, canceled, canceling,
 but cancellation
channel, channeled, channeling
chisel, chiseled, chiseler, chiseling
combat, combatant, combated, combating
commit, committed, committing
corral, corralled, corralling
control, controllable, controlled, controlling
counsel, counseled, counseling, counselor
deter, deterred, deterrence, deterrent, deterring
develop, developed, developing
diagram, diagramed, diagraming, *but* diagrammatic
dispel, dispelled, dispelling
distill, distillation, distilled, distilling
elicit, elicited, eliciting
enroll, enrolled, enrolling
envelop, enveloped, enveloping
equal, equaled, equaling, equality
extoll, extolled, extolling
focus, focused, focusing
format, formatted, formatting
fulfill, fulfilled, fulfilling
handicap, handicapped, handicapping
imperil, imperiled, imperiling
infer, inferred, inferring, *but* inferable, inference
install, installation, installed, installing
instill, instilled, instilling
kidnap, kidnaped, kidnaper, kidnaping
label, labeled, labeler, labeling
level, leveled, leveler, leveling
marshal, marshaled, marshaling
model, modeled, modeler, modeling
monogram, monogramed, monograming
offer, offered, offering
orbit, orbital, orbited, orbiter, orbiting
outfit, outfitted, outfitter, outfitting

parallel, paralleled, paralleling
parcel, parceled, parceling
patrol, patrolled, patrolling
prefer, preferred, preferring, but preferable,
 preference
proffer, proffered, proffering
profit, profitable, profited, profiting
program, programed, programer, programing,
 but programmable, programmatic
propel, propellant (n), propelled, propellant (adj),
 propeller, propelling
quarrel, quarreled, quarreling
refer, referred, referring, but referable, referee,
 reference
refuel, refueled, refueling
rival, rivaled, rivaling
signal, signaled, signaler, signaling
target, targetable, targeted, targeter, targeting
total, totaled, totaling
transfer, transferred, transferring, but transferable,
 transferal, transference
transit, transited, transiting
travel, traveled, traveler, traveling

Indefinite Articles

6.15 - The indefinite article *a* is used before a consonant and an aspirated *h*; the article *an* is used before silent *h* and all vowels except *u* pronounced as in *usual* and *o* pronounced as in *one*.

a historical review	a union	an honor
a hotel	a once-over	an onion
a humble man	an hour	an oyster

6.16 - When a group of initials pronounced as letters begins with *b*, *c*, *d*, *g*, *j*, *k*, *p*, *q*, *t*, *u*, *v*, *w*, *y*, or *z*, each having a consonant sound, the article *a* is used.

a BGN compilation	a TV program
a DC tax form	a UPI dispatch
a CIA position	a USSR ministry

6.17 - When a group of initials pronounced as letters begins with *a*, *e*, *f*, *h*, *i*, *l*, *m*, *n*, *o*, *r*, *s*, or *x*, each having a vowel sound, the indefinite article *an* is used.

an HEW report	an MRV system
an NBC program	an RSFSR ministry
an ICBM silo	an SLBM system

6.18 - When initials form an acronym that is pronounced as a word, the use of *a* or *an* is determined by the sound, according to the instruction given in paragraph 6.15.

a HAWK missile	an NFAC style guide
a MIRV system	an NPIC contribution
a NASA launch	an UNCTAD report

6.19 - If pronunciation of an abbreviation is variable or borders on slang, use the article appropriate to sounding the group of initials as letters.

an AAA battalion (*not* a AAA [as though pronounced "triple A"] battalion)

an SLBM system (*not* a SLBM [as though pronounced "slubbum"] system)

6.20 - The rule on use of *a* or *an* also applies to numerical expressions and letter-number designators such as the following.

an 11-year-old	a IV-F category
a onetime winner	an SU-20 Fitter aircraft
an VIII classification	a MIG-21 Fishbed

Geographic Names

6.21 - Our authority for the spelling of place names is the Office of Geographic and Cartographic Research, which interprets for CIA the rulings of the US Board on Geographic Names. Conventional spellings authorized by the BGN are listed in a gazetteer (prepared by the Defense Mapping Agency Topographic Center) available through OGCR's Map Library Division. Refer also to such OGCR issuances as the *People's Republic of China Administrative Atlas*, or consult the regional specialists in the Research Branch of OGCR's Cartography Division.

6.22 - Such consultation is, of course, automatic when a member of the Research Branch or, more likely, of the Visual Information and Design Branch is preparing a map to accompany the report in which the place names appear. Be sure that the spellings of place names in the text of the report agree with those on the map. If the OGCR-approved spelling is markedly different from a more familiar and recognizable spelling, insert the latter in parentheses after the place name on the map. Use the more familiar spelling in the text, with the OGCR version following it in parentheses at the first reference. In a paper on

Tunisia, for example: Gulf of Gabes (Khaliij Qabis); Menzel Bourguiba Shipyard (Manzil Bu Ragaybah).

6.23 - Follow OGCR advice in the use of hyphens and apostrophes in transliterations (Shuang-ch'eng-tzu, Komsomol'sk, Sa'sa'). Diacritical marks used to spell place names on the map, however, are usually omitted in the text. (See also paragraph 1.18.)

Names and Titles of Persons and Organizations

6.24 - Our authority for the spelling of names and titles of persons and organizations is the Office of Central Reference. Refer to OCR issuances such as the monthly *Chiefs of State and Cabinet Members of Foreign Governments*, or consult the appropriate regional specialist named in the quarterly OCR directory. In spelling foreign personal names, OCR normally follows the same US Government transliteration system used by the US Board on Geographic Names. At times, however, a prominent foreigner expressly states a preference for and regularly uses a Romanized version of his or her name that differs significantly from the transliteration derived from that system. In such cases OCR uses the individual's preference.

King Hussein of Jordan

President Hafiz al-Assad of Syria

Prime Minister Constantine Karamanlis
of Greece

Soviet journalist Victor Louis

7 - Compound Words

7.1 - When an idea cannot be expressed in just one word, we resort to compounding--combining two or more words to express the thought. This can be done by writing the words in unconnected sequence, by hyphenating them, or by connecting them and forming a solid, single word. This chapter is a summary of the rules in the GPO Style Manual (pages 73-80) on compounding.*

General Rules

7.2 - Separate Words. One means of word combination is simply to write two words in sequence, without joining them or connecting them with a hyphen, if this formulation causes no ambiguity in sense or difficulty of comprehension.

eye opener	word combination
living costs	music teacher
blood pressure	real estate

7.3 - Joined or Hyphenated. Often, however, words have to be joined (written solid) or connected with a hyphen to express an idea that would not be as clear if they were not so compounded.

afterglow	newsprint
bookkeeping	right-of-way
cross-reference	whitewash

7.4 - Derivatives. Once formed, a compound can sprout derivatives that usually retain the hyphenated or unhyphenated (solid) form of the original.

coldbloodedness	praiseworthiness
footnoting	railroader
ill-advisedly	X-rayed

Solid Compounds

7.5 - When two nouns form a compound that acquires a primary accent, it is often written solid (joined without a

* Chapter 8 is a "Guide to Compounding," based on the similarly titled GPO chapter (pages 81-130) listing preferred spellings of compounds.

hyphen), especially when the prefixed noun consists of only one syllable or when one of the elements loses its original accent.

bathroom	but: bomb bay
bookseller	spring break
pipeline	night shift

7.6 - A noun formed by combining a short verb and an adverb is usually written solid, but it is hyphenated when the solid form risks misinterpretation. The verb (v) forms of such combinations usually remain two words.

buildup (v, build up)	cut-in (v, cut in)
giveaway (v, give away)	run-in (v, run in)
setup (v, set up)	tie-in (v, tie in)

7.7 - Compounds beginning with the following nouns are usually solid.

book (bookstore)	school (schoolteacher)
eye (eyeglasses)	shop (shopworn)
house (housekeeping)	work (workday)

7.8 - Compounds ending in the following are usually solid, especially when the prefixed word consists of one syllable.

boat (rowboat)	piece (mouthpiece)
book (textbook)	power (airpower)
borne (spaceborne)	proof (blastproof)
bound (landbound)	room (chartroom)
grower (applegrower)	shop (toolshop)
hearted (halfhearted)	tight (airtight)
holder (shareholder)	time (halftime)
house (boathouse)	ward (homeward)
keeper (beekeeper)	way (seaway)
light (moonlight)	wide (worldwide)
like (boxlike)	wise (edgewise)
maker (steelmaker)	woman (chairwoman)
man (lobsterman)	work (artwork)
master (harbormaster)	worker (pieceworker)
mistress (choirmistress)	working (woodworking)
owner (homeowner)	writer (speechwriter)
	yard (shipyard)

7.9 - Write solid (unhyphenated) a combination of *any*, *every*, *no*, or *some* and *body*, *thing*, or *where*; when one is the second element, write as two words if the

meaning is a particular person or thing; to avoid mispronunciation, write *no one* as two words at all times.

anybody	nowhere
everything	someone

but: Some one choice must be made, and any one of you can make it. Will no one volunteer?

7.10 - The pronouns ending in *self* and *selves* are always solid compounds.

herself	yourself
itself	ourselves
oneself	themselves

7.11 - Write as one word a compass direction consisting of two points, but use a hyphen after the first point when three points are combined.

northeast	north-northeast
-----------	-----------------

Unit Modifiers

7.12 - The most frequent problem involving compounds is what to do when two or more modifiers immediately precede the word they modify. If the modifiers are coordinate--that is, if either could serve as a single modifier--they do not constitute a unit modifier. In "migrant construction workers," for example, the modifiers are coordinate because *migrant* or *construction* alone could modify *workers*. In "40-horsepower engine," however, neither *40* nor *horsepower* could logically serve as a single modifier. In "carefully prepared report" only the second word could modify *report*. These two phrases both constitute unit modifiers.

7.13 - Hyphenated. Unit modifiers immediately preceding the word or words modified are usually hyphenated but sometimes are written as one word.

value-added tax	drought-stricken area
English-speaking nation	low-priced model
high-level post	well-known name
most-favored-nation clause	part-time job
still-linging doubt	1-meter-diameter pipe
yet-undetermined outcome	4-percent increase
US-owned property	number-one priority
UN-initiated talks	rightwing group
Third Five-Year Plan	longtime friend
Six-Day War	policymaking level

7.14 - Unhyphenated. When the meaning is clear and readability is not aided, hyphens may be omitted from a compound that precedes the word modified, especially if the compound is an established or familiar phrase. But refrain from an accumulation of modifiers that defies comprehension and impedes readability.

current account deficit	free enterprise system
surface ship deployment	ground attack aircraft
atomic energy program	flight test program
civil defense plan	life insurance company
natural gas exports	ballistic missile submarine
hard currency loan	human rights position

but: no-hyphen rule (readability aided)

not: no hyphen rule (ambiguous)

not: normal ballistic missile submarine
operating areas (difficult to comprehend)

but: areas in which ballistic missile
submarines normally operate (readable)

established use: ballistic missile early
warning radar (BMEW)

7.15 - As a general rule the omission of hyphens is not recommended in a compound containing an ordinal number used in its literal sense, no matter how familiar and frequent the expression.

first-quarter report	third-country involvement
second-half performance	fourth-grade class

but: first aid station
Third World delegates (see also paragraph 7.21)

Similarly, in a unit modifier containing a prepositional phrase, comprehension is enhanced if hyphens are used for even the best known expressions.

cost-of-living study	balance-of-payments problem
right-to-work law	under-the-counter sales

However, no hyphen is required if the compound preceding the word or words modified is already tied together with a conjunction.

cold but sunny day	command and control echelons
middle or late 1970s	medium and high altitude

An improvised compound (euphemism for cliche) such as that in "hard-and-fast rule" is an exception (see paragraph 7.39).

7.16 - Predicates. A unit modifier must be distinguished from a compound predicate noun or adjective, in which no hyphen is used.*

His future was still undetermined while he was a student.

Most of the transactions in that deal were foreign financed, and the exchanges were under the counter.

The talks were US initiated, and the agenda well prepared.

The increase was 4 percent in 1970 and 5 percent in 1971.

The majority of the population was English speaking.

The government has been socialist leaning in recent years.

7.17 - Comparatives and Superlatives. Do not use a hyphen in a two-word unit modifier in which the first word is a comparative or superlative, but do use hyphens in comparative compounds containing three words.

higher level decision	but:	bestselling novel
lowest priced model		(derived from <i>bestseller</i>)
lower income group		lighter-than-air craft
best liked books		higher-than-market price
worst case scenario		most-favored-nation clause

7.18 - Adverbs Ending -ly. Do not use a hyphen in a two-word unit modifier in which the first word is an adverb ending in *ly*.

recently designed logo	but:	only-child complex
wholly owned subsidiary		lonely-hearts club

* In this sense, do not confuse a unit modifier with a hyphenated compound formed by adding a prefix or suffix (see paragraphs 7.28-7.33). Such a compound (for example, self-educated) would retain its hyphen in the predicate form.

7.19 - Three-Word Modifiers. Do not use hyphens in a three-word unit modifier in which the first word is an adverb modifying the second word.

unusually well preserved specimen
very well defined line

exceptions: very-high-frequency broadcasts
very-low-frequency transmissions

But, if the first word of a three-word unit modifier modifies the other two, the hyphen is used between those two.

a nearly right-angle bend
a formerly well-known person
a virtually self-educated man

7.20 - Foreign Phrases. Do not use a hyphen in a unit modifier consisting of a phrase of foreign origin.

carte blanche policy	bona fide transaction
ex officio member	per capita tax
per diem allowance	prima donna behavior

7.21 - Proper Nouns. Do not use a hyphen in a compound proper noun or in a capitalized coined name (see paragraph 1.21) used as a unit modifier, in either its basic or derived form.

Latin American states	Third World countries
Cold War tensions	Intelligence Community Staff
World War II period	Cultural Revolutionary period

But the hyphen is used if the proper noun is normally a combined form.

Afro-American program
French-English descent
Franco-Prussian War

This rule does not apply to numerical compounds in an expression such as *Fifth Five-Year Plan*, nor would it apply entirely in an expression incorporating an already-hyphenated coined name (*Six-Day War euphoria*).

7.22 - En Dash in Proper Noun Compounds. In a unit modifier made up of proper adjectives or proper nouns of

which one or more is a compound, the en dash (space hyphen space on typewriters) is used between the parts.

North American - South American sphere
Alma-Ata - Frunze sector
Ulan-Ude - Chita - Ulaanbaatar triangle

7.23 - Quotation Marks. Do not use a hyphen in a unit modifier enclosed in quotation marks unless it is normally a hyphenated form, and do not use quotation marks in lieu of hyphens.

a "spare the rod" approach to parenthood
the "one-man woman" plots of many operas
a "damn it all" attitude toward writing style

but: a right-to-work law

7.24 - Chemical Terms. The hyphen is not used in a unit modifier composed of chemical terms.

carbon monoxide poisoning

7.25 - Letter or Number Element. Do not use a hyphen in a unit modifier containing a letter or numeral as its second element (but see paragraph 7.41).

grade A milk	annex B maps
Mod 3 missile	Article III provisions
number 2 fuel oil	level 4 alert

This rule, however, does not apply to certain terms established by long usage for military aircraft and naval ships.

MIG-19	YAK-40	Osa-II
SU-7	AN-22	Kresta-I

7.26 - Common Basic Elements. When two or more hyphenated compounds have a common basic element and this element is omitted in all but the last term, the hyphens are retained.

two- or three-year period
first-, second-, and third-grade students
the British- and French-produced Concorde
ground- and air-launched missiles

but: twofold or threefold (*not* two or threefold)
oil and gas fields, *or* oilfields and
gasfields (*not* oil and gasfields)
US owned and operated companies
mid- and late 1970s (*but* mid-to-late 1970s)
early or mid-1970s (*but* early-to-mid-1970s)

Prefixes and Suffixes

7.27 - Unhyphenated. Prefixes other than *ex*, *self*, *quasi*, and *vice* and suffixes other than *designate* and *elect* usually form a solid compound with a noncapitalized word.

afterhours	semiofficial
antedate	subcommittee
antiaircraft	transship
biweekly	ultramodern
byproduct	unofficial
counterintelligence	
hydroelectric	fourfold
multicolor	lifelike
neofascist	partnership
nonferrous	northward
predetente	clockwise

7.28 - Hyphenated.* A hyphen is used in compounds formed with the prefixes and suffixes noted as exceptions in paragraph 7.27.

ex-serviceman	minister-designate
self-control	councilor-elect
quasi-academic	President-elect Jones
vice-chairmanship	John Smith, the
(but vice chairman)	Vice-President-elect

7.29 - Except after the short prefixes *co*, *de*, *pre*, *pro*, and *re*, which are generally written solid, a hyphen is used to avoid doubling a vowel when adding a prefix or tripling a consonant when adding a suffix.

* The hyphenated compounds discussed in this subsection (paragraphs 7.28-7.33) are not subject to the rule in paragraph 7.16 and would retain their hyphens in the predicate form.

anti-inflation
semi-independent
ultra-atomic

shell-like
brass-smith
hull-less

but: cooperation
deemphasize
preexisting

but: nonnuclear
posttreatment
subbasement

7.30 - A hyphen is used with a prefix normally forming solid compounds if omission of the hyphen would lead to mispronunciation or cause confusion with a word spelled identically but without a hyphen.

re-cover (cover again)	pro-state
re-form (form again)	mid-ice
re-present (present again)	un-ionized
re-treat (treat again)	co-op (but cooperative)

7.31 - A hyphen is used to join duplicated prefixes.

counter-countermeasures sub-subcommittee

7.32 - A hyphen is used to join a prefix or a suffix in a compound with a capitalized word.*

neo-Nazi	un-American
anti-Castro	pre-Renaissance
non-Communist	Truman-like
pro-British	Africa-wide

exceptions: unMIRVed
nonMIRVed

7.33 - A prefix (except *un*) normally forming a solid compound is often followed by a hyphen when joined with a two-word or hyphenated compound to form a unit modifier.

anti-guided-missile	post-target-tracking
non-missile-equipped	pseudo-peace-loving
non-nuclear-powered	semi-land-mobile

* For similar reasons, retain the hyphen in a formal name such as *Non-Proliferation Treaty*, even though the spelling differs from our normal style (*nonproliferation*).

but: antiballistic-missile superhigh-frequency ultrahigh-frequency (no hyphen at all when these terms are not used adjectively)	but: uncalled-for unself-conscious
---	---------------------------------------

For many of the terms used above to illustrate the rule in this paragraph, rephrasing of the sentence might be a better solution than insertion of the extra hyphen.

defense against guided missiles
(instead of anti-guided-missile defense)

aircraft not equipped with missiles
(instead of non-missile-equipped aircraft)

a system that is partially land mobile
(instead of a semi-land-mobile system)

Do not insert a hyphen after a prefix joined to a solid (unhyphenated, one-word) compound.

antigunrunning
counterclockwise
nonlifelike

nonocean-going
postreentry
submachinegun

Numerical Compounds*

7.34 - Use a hyphen between the elements of compound numbers from 21 to 99 when they must be spelled out (bear in mind that figures, rather than spelled-out words, are generally used for numbers of two or more digits).

twenty-one
twenty-first
ninety-nine

one hundred twenty-one
one thousand three
hundred twenty-one

7.35 - Use a hyphen in adjective compounds with a numerical first element.

two-sided question
8-kilogram [or 8-kg]
turkey
3-meter [but never 3-m]
railing
six-room house
the Six-Day War

Third Five-Year Plan
18-year-old student
10- to 20-year period
5-to-4 vote
20th-century progress
multimillion-dollar loan
but \$20 million loan

* See also chapter 2 (Numbers).

7.36 - Use a hyphen between the elements of a fraction whether it is a noun or an adjective.

a two-thirds majority
two-thirds of the legislature

Other Compound Words

7.37 - Do not use a hyphen in a compound title denoting a single civil or military office, but use a hyphen in a double title.

ambassador at large	secretary-treasurer
commander in chief	manager-director
editor in chief	minister-counselor
secretary general	
under secretary	but: under-secretaryship
vice president	vice-presidency

7.38 - Apart from titles, hyphens are used in some--but not all--noun compounds containing a prepositional phrase.

government-in-exile	but: next of kin
man-of-war	prisoner of war
grant-in-aid	state of war
mother-in-law	state of the art

7.39 - Use hyphens in improvised compounds.

first-come-first-served basis
classroom full of know-it-alls
technical know-how (cliche not recommended)
hard-and-fast rule

7.40 - Hyphenate the verb forms of noun forms written as two words.

turn a cold shoulder (to cold-shoulder an idea)
proof with blue pencils (to blue-pencil galley)
missile in flight test (to flight-test a missile)

7.41 - Use a hyphen to join a single capital letter to a noun or participle.

H-bomb	T-shaped
I-beam	X-ray

Use hyphens (not en dashes) in the compounds designating Soviet submarine classes, even when the compounds are not

used adjectively. If the meaning is clear, refer to these submarines by the class letter alone and avoid the awkward phrasing sometimes occasioned by including the hyphen and the word *class*.

Y-class, D-class, V-class, etc.
E-II-class (two hyphens, not hyphen and en dash)

submarines of the Y-class
a D-class unit, a D-II-class unit
D- and Y-class units
a V-class tracking a Y-class

Four Y's, two D-IIs, and a V have been observed in the submarine yard.

The characteristics of the D-I and D-II were compared.

8 - Guide to Compounding

8.1 - The remaining pages of this style guide contain a list of preferred spellings of compounds formed, for the most part, according to the GPO rules summarized in chapter 7. No such list could ever cover every possible contingency, and this one is far from complete. It does, however, provide a broad sampling of compounds that might be used in intelligence reports and that are likely to create some difficulty for the writer, editor, proofreader, printer, or keyboarder.

8.2 - As a general rule, a compound not found in the list that follows should be spelled as it appears in the "Guide to Compounding" (chapter 7) beginning on page 81 of the GPO Style Manual. If the compound is not found there, the next order of authority is the abridged or unabridged Merriam-Webster dictionary. If the Merriam-Webster does not list the compound, write it as two separate words in a noun form and usually in a verb form (the exception is explained in paragraph 7.40, chapter 7), and with a hyphen if the compound is used adjectively.

8.3 - Abbreviations are sometimes used in our list to indicate that the compound is spelled in the manner shown only for a specified function. The abbreviations used are:

adv (adverb)	n (noun)
cf (combining form)	um (unit modifier)
pred (predicate)	v (verb)
pref (prefix)	

For example, the listing fire-resistant (um) means that the compound is so spelled only as a unit modifier and not as a predicate adjective (a fire-resistant material, but the material is fire resistant).

able-bodied (um)	above water (pred)	agro-industrial
about-face	above-water (um)	aim point
above-average (um)	absentminded	airbase
aboveboard	across-the-board	air-based (um)
above-cited	(um)	airborne
abovedeck	afore (cf)	airburst
above ground (pred)	all one word	air cover
aboveground (um)	A-frame	aircrew
above-mentioned	after (cf)	air-cushion (um)
above-named	all one word	air defense (n, um)

airdrop (n, v)	army-group-level	building-block (um)
airdroppable	(um)	buildup (n, m)
air intercept (n, um)	artilleryman	build up (v)
airlanded	assembly line	built-in (um)
airlanding	assemblyman	built-up (um)
airline	at-sea (um)	bulletproof
airman	backbencher	busline
airmass	backup (n, um)	busload
airmobile	back up (v)	by (cf)
airpower	backyard	<i>usually one word</i>
airspace	balance-of-	byelection
airstrike	payments (um)	bypass
airstrip	ballistic missile	byproduct
airtight	(um, of submarines)	callup (n, um)
airwave	ballistic missile	call up (v)
airway	early warning	canvas-covered (um)
airworthy	(um, of radar)	capital-intensive (um)
all-absorbing (um)	ballpark	carbarn
all-clear	bandwidth (radar)	car ferry
all-inclusive (um)	baseline	carline
all-out	battle management	carload
all right	(n, um)	car-mile
all-round	bi (pref)	carrier-based (um)
all-star	bi-iliac	carrierborne
alltime	<i>rest one word</i>	carryover (n)
alongside	birdwatching	caseworker
also-ran	boatload	catchphrase
ambi (cf)	boatyard	catchword
<i>all one word</i>	bomb bay	cattle breeder
amidships	bombdrop	cattleman
amino	bomb load	cattle raiser
amino acid	bombproof	cattle-raising (um)
as prefix,	bombsight	cattle ranch
<i>all one word</i>	boresight	catwalk
anti (pref)	boxcar	causeway
<i>usually one word</i>	brain trust	cease-fire (n, um)
anti-American	brainwash	cease fire (v)
antiapartheid	breakdown	cementmaking
antiballistic-	breakpoint	census taker
missile (um)	breakup (n, um)	census-taking (um)
antichrist	break up (v)	centerline
anti-cruise-	bridgebuilder	centi (cf)
missile	bridgehead	<i>all one word</i>
antiestablishment	bridgeway	centri (cf)
anti-imperial	bridgework	<i>all one word</i>
anti-inflationary	broadcast	chainsmoke (v)
antimissile	broadcloth	chainsmoker (n)
any time	broad gauge (n, um)	check-in
armor-heavy (um)	broken-down (um)	

checklist	combat-capable	crosscurrent
checkout	(um)	cross-examination
checksheet	combat support	cross-examine
checkup (n, um)	(n, um)	crossover (n)
check valve	combined-arms (um)	cross-purposes (n)
checkwriting	comeback (n)	cross-reference
cherrypicker	comedown (n)	crossroads
choke point	come-on (n)	cross sect. 'n
circuit breaker	comeuppance	crosswise
citywide	commander in chief	cruise missile
cleanup (n, um)	command post	(n, um)
clean up (v)	(n, um)	crypto (cf)
clear-cut (distinct)	common law	crypto-Christian, etc.
clearcut (forestry)	commonplace	rest one word
(n, v)	common sense	crystal-clear (um)
clearheaded	commonsensible	cure-all (n)
clearinghouse	commonwealth	current account
cleanup (n)	companywide	(n, um)
closed-circuit (um)	cone-shaped (um)	custom-built (um)
close-in (um)	contra (pref)	custom-made (um)
close-knit	contra-acting	cutback (n)
closemouthed	contra-approach	cutoff (n, um)
closeout (n)	contra-ation	cut off (v)
closeup (n)	rest one word	
cloth-backed (um)	coolheaded	dairy farm
clothbound	copper mine	dairyman
co (pref)	copper miner	damsite
co-op	copperplate	dark horse
co-opt	copper-plated (um)	dateline
coauthor,	copperworker	date stamp
cochairman,	copperworks	daughter-in-law
coexist,	cost-of-living (um)	daylong
colocate,	counter (cf)	day school
cooperate, etc.	all one word	day shift
rest one word	countrywide	daytime
coalbed	covername	day-to-day (um)
coal-black (um)	coverup (n, um)	dayworker
coalboat	cover up (v)	D-day
coal car	crankcase	D-day plus 4
coalfield	crank-driven (um)	de (pref)
coal gas	crankshaft	deice
coal-laden (um)	crewman	deicer
coal mine	crewmember	decentralize,
coal miner	crew-training (um)	deenergize, etc.
coal-mining (um)	crisscross	rest one word
coalpit	crop index	deaddrop
coast guard	crossbreed	(nonliteral)
coastline	cross-channel (um)	dead end
codeword	cross-connect	dead heat
coke oven	cross-country (um)	

deadline	downturn	fair-haired (um)
deadlock	downwind	fairminded
deadpan	drawbridge	fair-skinned (um)
deadweight (n, um)	drawdown (n, um)	fallback (n, um)
deadwood	drive shaft	fall guy
deathbed	drydock	fallout (n, um)
deathblow	due date	fall wheat
deathlike	dues-paying (um)	far cry
decisionmaker	duo (cf)	Far Eastern
decisionmaking	all one word	farfetched
deckhand	dutybound	farm block
deep sea	duty-free (um)	farm-bred (um)
deepwater (um)	early warning	farmland
depth charge	(um, of radar)	farmwork
di (pref)	electro (cf)	far-reaching (um)
<i>all one word</i>	electro-optics	farseeing
diehard (n, um)	electro-	farsighted
diesel-driven (um)	ultrafiltration	fast-moving (um)
diesel-electric (um)	rest one word	father-in-law
diesel engine	emptyhanded	faultfinding
districtwide	end item	faultline
doomsday	engine-driven (um)	feedback (n)
double	engine driver	feedgrain
<i>double-barrel (um)</i>	enginehouse	fellow traveler
<i>double-barreled (um)</i>	engineroom	fence sitter
doublecross	en route	fence-sitting (um)
<i>(nonliteral)</i>	equal rights (n, um)	ferro (cf)
doubledeal (v)	Euro (cf)	ferro-carbon-
double-decker	Eurocommunism,	titanium
double-duty (um)	Eurodollar,	ferro-uranium
double-edged (um)	Euroloan, etc.	<i>rest one word</i>
double play	usually one word	fiberboard
double space	evenhanded	fiberglass
doubletalk	even-numbered (um)	fighter pilot
double time	extra	<i>(n, um)</i>
down	<i>as prefix,</i>	figurehead
<i>downcast</i>	<i>usually one word</i>	firearm
<i>downdraft</i>	extracurricular	fireball
<i>downfall</i>	extra-large (um)	firebomb
<i>downflow</i>	extra-long (um)	fire drill (n, um)
<i>downgrade</i>	extramural	firefighting
<i>downhill</i>	extraordinary	fire-hardened (um)
<i>downline</i>	extraterritorial	fireman
<i>downpayment</i>	face-saving (um)	firepower
<i>downpour</i>	factbook	fireproof
<i>downrange</i>	factfinding	fire-resistant
<i>downstream</i>	factsheet	<i>(um)</i>
<i>downswing</i>	fail-safe	firesafe
<i>downtime</i>		fire-support (um)
<i>downtrend</i>		firewood

firmup (n, um)	footprint	gas-flow (um)
firm up (v)	footstep	gas-heated (um)
firewood	foreign exchange	gas-laden (um)
first aid (n, um)	(n, um)	gaslight
first-ballot (um)	forest-covered (um)	gasline
first-born (um)	forest land	gas main
first-class (um)	forthcoming	gas mask
first-half (um)	forthright	gas well
firsthand (adv, um)	forthwith	gas worker
First Lady	fourfold	gas works
firstline (um)	four-star (um)	gearbox
first-named (um)	fourth-quarter (um)	gear-driven (um)
first-quarter (um)	free enterprise	gearshift
first-rate (um)	(n, um)	general purpose
fivefold	free-fall	(n, um)
five-pointed (um)	freelance	ghostwrite
flagship (but American-flag ship)	freelancer	ghostwriter
flameproof	free market (n, um)	go-ahead (n)
flamethrower	free-spoken (um)	go-between (n)
flareup (n)	freestanding (um)	go-getter
flightcrew	freethinking	good-humored (um)
flightline	free trade (n, um)	good will (n)
flightpath	freeway (highway)	goodwill (um)
flight test (n)	freewheeling	government-in-exile
flight-test (v), flight-testing	free will (n)	grainfield
flight time	freewill (um)	grainland
floodgate	frogman	grant-in-aid
floodlight	frontline	grass-roots (um)
flood plain	front page	great-aunt
floodwater	front-runner	great-grandfather
floorspace	front-running	great-power (um)
flow chart	frost-free (um)	greenbelt
fluoro (cf) all one word	frostline	ground attack (um, of aircraft)
foldout	frostproof	ground-based (um)
follow-on (n, um)	fruitgrowing	ground-controlled (um)
followup (n, um)	fullblooded	ground force (n, um)
follow up (v)	fullface	ground forces (n, um)
foodgrain	full-grown (um)	ground-mobile (um)
foodgrower	full load	ground support
foodstuff	full speed	(um, of equipment)
foolhardy	full-strength (um)	groundwork
foolproof	full-time (adv, um)	guesswork
foot-and-mouth (um)	fundraiser	guideline
foothill	funnel-shaped (um)	guide rail
foothold	gainsay	guided-missile
footnote (n, v)	gas-driven (um)	(um)
foot-pound	gasfield	
	(see oilfield)	
	gas-fired (um)	

gun barrel	handpicked	height-finding
gunbearer	handshake	(um)
gundeck	hand-wringing (um)	heir apparent
gunfighting	handwritten	hereafter
gunfire	hangup	hereby
gunmaking	harbormaster	herein
gun mount	hard-and-fast (um)	heretofore
gunpoint	hardcore	herewith
gunrunning	hard currency (n, um)	hideout (n, um)
gunshot	hard-driving (um)	high-altitude (um)
gunsight	hardhat (n)	highborn
gunsmith	hard-hit (um)	high-caliber (um)
	hard-hitting (um)	high-class (um)
hailstone	hard line (n)	high-density (um)
hailstorm	hardline (um)	high frequency (n)
hairbreadth	hardliner (n)	high-frequency (um)
hairline	hardnose	highhanded
hairsplitting	hard-pressed (um)	highland (n, um)
half brother	hardstand	high-level (um)
half day	hard-target (um)	high light (literal)
half dozen	hard up	highlight (nonliteral)
half hour	hardware	high-minded (um)
half-hour (um)	hard-won (um)	high-power (um)
half-hourly (um)	hard work	high-pressure (um, v)
half-life	hard-working (um)	high-priced (um)
half load	harebrained	high-ranking (um)
half-mast	harvesttime	high school
half mile	has-been (n)	high-speed (um)
half-monthly (um)	have-not (n, um)	high-value (um)
half moon	H-bomb	hijack
half-ripe	headfirst	hijacker
half sister	headlight	hindsight
half speed	headline	hit-and-miss (um)
half-strength (um)	headlong	hit-and-run (um)
halftime	head-on (um)	hit-or-miss (um)
halftrack	headquarters	holdoff (n, um)
half-truth	headrest	holdout (n, um)
halfway	headstrong	holdover (n, um)
half-yearly (um)	headwaters	holdup
hallmark	headway	homebuilding
hamstring	heartland	home buyer
handbook	heat-resistant (um)	homecoming
hand-built (um)	heavy-duty (um)	home front
hand-carry (v)	heavyhanded	homegrown
handclasp	heavy-set (um)	homeland
handcuff	heavy water	homemade
handgun	heavyweight (n, um)	
hand-held (um)	hedgehop	
hand-in-hand (um)		
handmade		

homeowner	iceberg	jet bomber
home port	icebound	jetliner
home-ported (um)	icebreaker	jet-powered (um)
home rule	ice-covered (um)	jet-propelled (um)
homesick	ice cream	jet propulsion
homestead	icefield	jobholder
homestretch	icemaking	joint-service (um)
hometown	ice shelf	journeyman
honeycomb	ice skate	
honeymoon	ice-skate (v)	keel-laying (um)
honorbound	ice-skating	kickback (n, um)
hookup (n, um)	ice storm	killjoy
horseflesh	ill-advised (um)	kingmaker
horselaugh	ill health	know-how (n, um)
horseman	ill will	know-nothing (um)
horseplay	inasmuch as	
horsepower	in-depth (um)	labor-intensive (um)
horserace	industrywide	laborsaving
horseshoe	infantryman	labor union
horse trade	infighter	lackluster
hotbed	in-flight (um)	lakebed
hot-blooded (um)	infra (pref)	lakefront
hotheaded	infra-axillary, infra-esophageal, infra-umbilical, etc.	lameduck (nonliteral)
hothouse	rest one word	land base
hot-launched	in group (n)	land-based (um)
hotline (nonliteral)	in-house (um)	landborne
hot-roll (v)	in-law (n)	landholding
hotspot	inner-city (um)	landline
housebuilding	inssofar as	landlord
house call	inter (pref)	landmass
household	inter-American, inter-European, etc.	landmine
housekeeping	rest one word	land-mobile (um)
houseowner	intra (pref)	landowning
housework	intra-atomic, etc.	land-poor (um)
human rights (n, um)	rest one word	landslide
humdrum	intro (pref)	landstorm
hundredfold	all one word	land tax
hundredweight	ironclad	landward
hush money	iron lung	landwire
hushup (n, um)	ironmaking	large-scale (um)
hydroelectric	ironworking	latecomer
hyper (pref)	jerry-build (v)	latter-day (um)
hyper-Dorian, etc.	jet aircraft	launch-on-warning (n, um)
rest one word	jet airliner	launch on warning (v)
I-beam		launch weight
		law-abiding (um)

lawbreaker	long-distance (um)	makeup (n, um)
lawmaking	long-lasting (um)	make-work
layoff (n, um)	long-lived (um)	mal (cf)
layout (n, um)	long-range (um)	<i>all one word</i>
layover (n, um)	longstanding (um)	man-day, man-hour, etc.
lead-in (n, um)	long-term (um)	manhole
leadtime	longtime (um)	man in the street
leap year	lockdown/shootdown (um, of aircraft)	manmade (um)
leather-bound (um)	lookout (n, um)	man-of-war
leatherworking	loophole	manpack
lee shore	looseleaf (um)	man-portable (um)
leeward	lopsided	manpower
left-hand (um)	loudspeaker	many-sided (um)
left-of-center (um)	lowercase	mapmaker
left wing (n)	lower class (n, um)	mass-produce (v)
leftwing (um)	lower grade (n, um)	mastermind
leftwinger	low frequency (n)	master stroke
lend-lease	low-frequency (um)	matter-of-fact (um)
letter-perfect (um)	low-key (um)	matter-of-factly (adv)
letterspacing	lowland (n, um)	maxi (pref)
letterwriting	low-lying (um)	<i>all one word</i>
levelheaded	low-power (um)	May Day (1 May)
lifeboat	low-pressure (um)	mayday (radio)
lifeline	lukewarm	mealtime
lifesaving	lumberyard	mean-spirited (um)
life-size (um)	lunchtime	meantime (meanwhile)
lifestyle		mean time (astronomical)
lifetime	machine building (n)	meanwhile
lift-off (n, um)	machine-building (um)	medium-size(d) (um)
lightweight (n, um)	machinegun	meetingplace
light-year	machine-made (um)	merchantman
like-minded (um)	machine shop	merchant ship
linchpin	macro (cf) <i>all one word</i>	messkit
line-of-sight (um)	made-over (um)	metal-coated (um)
lineup (n, um)	made-up (um)	metalworker
line up (v)	mainland	metalworking
linkup (n, um)	main line (literal)	micro (cf) micro-organism
link up (v)	mainline (nonliteral)	<i>rest one word</i>
lipservice	mainspring	mid (cf)
liquid-propellant (um)	mainstay	mid-April, etc.
little-known (um)	mainstream (nonliteral)	midday
little-used (um)	make-believe (n, um)	mid-decade
livedrop (nonliteral)	makeshift	mid-1958, etc.
lockout (n, um)		mid-Pacific, etc.
logbook		midsixties, etc.
long ago		midyear
long-awaited (um)		<i>rest one word</i>

middle age	mountainside	night school
middle-aged (um)	mouthpiece	night shift
middle class (n, um)	moviegoer	nighttime
Middle Eastern	moviemaking	nightworker
middle ground	muckrake (v)	ninefold
middleman	mudbank	no
middle-of-the- roader	mudflat	nobody
middle-size(d) (um)	mudslinging	no-confidence (um)
mild-mannered (um)	multi (cf) <i>all one word</i>	no-fault (um)
mile-long (um)	multiple-purpose (um)	no man's land
milepost	musclebound	no-show (n, um)
mile-wide (um)	narrow gauge (n, um)	nowhere
militiaman	narrowminded	noisemaker
mindreading	nationwide	noisemaking
mine-clearing (um)	native-born (um)	non
minefield	nearby	noncentral
minelayer	near miss	non-civil-service
mineship	near-real time (n)	nondivisional
minesweeper	near-real-time (um)	non-European, etc.
mini (pref) <i>all one word</i>	nearsighted	nonMIRVed
mischiefmaking	near success	nonnegotiable, nonnuclear, etc.
missile-equipped (um)	neo (cf)	nonoil
missile support (n, um)	neo-Nazi, etc.	non-oil-producing, non-tumor-bearing, etc.
missile suspension (n, um)	neofascist	nonsense
mixup (n)	<i>rest one word</i>	non sequitur, etc.
mobile missile (n, um)	network	as prefix, one word
mockup (n)	net worth	nonetheless
moneymaking	never-ending (um)	northbound
moneysaving	nevertheless	north-central (um)
monthlong (um)	newcomer	northeast
moreover	newfound	northeastern
most-favored- nation (um)	newscaster	north end
mothballed	news editor	north-northeast
mother-in-law	newsletter	north shore
motherland	newsmaking	northward
mother ship	newsman	nosecone
motorboat	newspaper	notebook
motorcycle	newspaperman	note paper
motor-driven (um)	newsprint	noteworthy
motorship	newsstand	notwithstanding
motor torpedo boat	newsworthy	novel writer
	next of kin	novel-writing (um)
	night editor	nuclear-armed (um)
	night-flying (um)	nuclear-capable (um)
	night letter	nuclear delivery (n, um)
	nightlong (um)	nuclear power (n, um)
		nuclear-powered (um)

nuclear strike (n, um)	old-line (um)	party line
nuclear-war-fighting (um)	oldtimer	party pooper
nuclear weapons (n, um)	on board (pred)	passport
nuclear-weapons-free (um)	onboard (um)	passageway
number-one, number-two, etc. (um)	once-over	passenger car
	one-half	pastureland
	onetim (um, former)	paycheck
	one-time (um, single instance)	payload
	one-way	payoff (n, um)
	ongoing	payroll
	on line (pred)	peacekeeping
	online (um)	peace-loving (um)
	on shore (pred)	peacemaking
	onshore (um)	peacetime
	on-site (um)	pen name
	onstream (um)	pent-up (um)
	open-door (um)	per capita
	openhanded	percent
	open-heart (um)	percentage
	openminded	percentile
	open-ocean (um)	per diem
	order-of-battle (um)	permafrost
	out	per se
	as prefix, one word	petro (cf)
	outermost	petro-occipital
	out-of-date (um)	rest one word
	over	phasedown (n, um)
	as combining form, one word	phase down (v)
		phasein (n, um)
		phase in (v)
		phaseout (n, um)
		phase out (v)
		photo (cf)
		photo-offset, photo-oxidation, etc.
		rest one word
		picket line
		piece goods
		piecemeal
		piece rate
		piecework
		pipefitting
		pipelaying
		pipeline
		pipe smoker
		plainclothesman
		plain-spoken (um)
		planeload
		plantlife

plate glass	present-day (um)	quarterdeck
plowshare	president-elect	quartermaster
plug-in (n, um)	press agent	quasi (pref)
pock-marked (um)	presstime	<i>all hyphenated</i>
pointblank	prime minister	quick-reaction (um)
policymaker	prime-ministerial	quicksilver
policymaking	prime-ministership	quick time
politico. (cf)	prime-ministry	quick-witted (um)
politico-orthodox, etc.	printout	quitclaim
<i>rest one word</i>	printshop	
popup (n, um)	prisoner of war (n)	rabble-rouser
porthole	prisoner-of-war (um)	radio
portside	private-sector (um)	radio amplifier
post	prizewinner	radio antenna
post bellum	(but Nobel Prize winner)	radiobroadcast
post mortem	prize-winning (um)	radio channel
postmortem (non- literal)	pro	radio
post office	pro-African, etc.	communication
postattack, postaudit,	pro forma	radio control
postboost,	pro rata	radio engineer
postgraduate, etc.	pro-state	radio engineering
<i>as prefix, one word</i>	pro tem	radiofrequency
potbellied	pro tempore	radioisotope
potboiler	pro-vice-regent	radio link
potluck	<i>as prefix, one word</i>	radio range
potpourri	profit-and-loss (um)	radio receiver
potshot	profitmaking	radio relay
poultryman	profit-sharing (um)	radio set
poultry-raising (um)	proofread	radiotelegraph
power-driven (um)	propjet	radiotelephone
powerhouse	pseudo (cf)	radio transmitter
powerline	pseudo-Messiah, etc.	radio tube
power plant	pseudo-official, etc.	radio wave
power play	<i>rest one word</i>	<i>as combining form, one word</i>
power-sharing (um)	public-sector (um)	radiumtherapy
power station	public-spirited (um)	railborne
praiseworthy	public works	railcar
pre (pref)	pullback (n, um)	railhead
preaudit, preempt, preeexisting, preindependence, etc.	pullout (n, um)	rail line
predetente	pulsewidth	railroad
pre-Incan, etc.	purse strings	railroader
<i>rest one word</i>	pushover (n, um)	rail train
	pushup (n, um)	railway
	put-on (n, um)	railwayman
	put-up (n, um)	raincheck
		rainfall
		rain forest
		rainmaking
		rainproof

rainspout	red-hot (um)	rollback (n, um)
rainstorm	regionwide	rollcall
raintight	repairman	roll-on/roll-off
rainwater	representative at large	(um, of ships)
ramjet	representative- elect	root mean square
ramrod	research study	rough-and-ready (um)
ramshackle	rest cure	rough-and-tumble (n, um)
rangefinder	restroom	roughcast (um, v)
rank and file (n)	ricefield	rough-faced (um)
rank-and-file (um)	ricegrowing	roughhewn
rank and filer (n)	riceland	roughhouse
rapid fire	rifleman	roughneck
rapid transit	right-angled (um)	roughrider
rate-cutting (um)	right away	rough-sketch (v)
rate-fixing (um)	right-hand (um)	roundabout (n, um)
ratesetting	right-handed (um)	roundrobin (petition)
rat-infested (um)	right-of-way	roundtable (panel)
rat race	right-to-work (um)	round-topped
razor-sharp (um)	right turn	round trip (n, um)
re (pref)	right wing (n)	roundup (n, um)
re-cover (cover again), re- create (create again), re-form (form again), re-present (present again), etc.	rightwing (um)	round up (v)
re-cross- examination	rightwinger	rowboat
re-ice	ring-shaped (um)	rubberband
re-ink	ringside	rubbernecker
re-redirect	ringworm	rubber plant
reevaluate, reprocess, etc.	riptide	rubberstamp (non- literal, n, um, v)
rest one word	riverbank	rubber stamp (literal, n)
readout (n)	riverbed	rubber-stamped (literal, um)
ready-built (um)	riverborne	rulemaking
readymade (um)	river bottom	rule of thumb
ready reference	riverfront	run
rear end	riverside	runaround (n, um)
rear-guard (um)	roadbed	runaway (n, um)
rear service	roadblock	rundown (n, um)
recordbreaking	roadbuilding	run-in (n, um)
recordkeeping	roadmap	runoff (n, um)
recordmaking	road scraper	runthrough (n, um)
red-blooded (um)	road show	runup (n, um)
red-haired (um)	roadside	run up (v)
redhanded	road-test (v)	runway
redhead (n)	roadway	runner-up
	road-weary (um)	rush hour
	rockbottom (nonliteral)	rustproofing
	rockslide	
	rock wool	
	roentgeno (cf) all one word	

rust-resistant (um)	schoolgirl	seawall
saddle stitch	schoolmaster	seaward
saddle-stitched (um)	schoolmistress	seawater
safe-conduct (n, um)	schoolroom	seaworthy
safecracking	schoolteacher	searchlight
safe-deposit (um)	school-trained (um)	searchplane
safeguard	schoolwork	second-class (um)
safehouse	schoolyard	second-degree (um)
safekeeping	school year	second-generation (um)
sailboat	scoreboard	second-guess (v)
sailcloth	scorecard	second-half (um)
sailmaking	scorekeeping	secondhand (adv, um)
salesclerk	Scotsman	second in command
saleslady	scrapbook	second-largest (um)
salesman	scrap heap	second-quarter (um)
salesmanship	scrap iron	second-ranking (um)
salespeople	scrap paper	second-rate (um)
salesperson	scratch pad	second-rater
sales tax	scratch test	secret service
saleswoman	screenplay	secret society
sandbag	screenwriter	secretary general
sandbox	screw-driven (um)	secretary-generalcy
sandbar	screwdriver	secretary-
sandblast	screw propeller	generalship
sand dune	screw-threaded (um)	secretaryship
sandpaper	screw wheel	secretary-
sandstorm	scrubland	treasurer
sandy-bottomed (um)	scuttlebutt	self
sans serif	sea	selfless
satellite-borne (um)	sea-based (um)	selfsame
sawmill	seabed	reflexive prefix, use hyphen
saw-toothed (um)	seaboard	sellout (n, um)
say-so (n)	seaborne	semi (pref)
scandalmongering	seacoast	semi-armor-
scapegoat	seacraft	piercing (um)
scaremonger	seafaring	semi-Christian,
scareproof	seafood	etc.
scatterbrained	seagoing	semi-idleness,
school board	sea lane	semi-indirect,
schoolbook	sea level	etc.
schoolboy	sealift	semi-winter-hardy
schoolbus	sea lines of communication	(um)
schoolchildren	sea lion	semiannual,
schoolday	seaplane	semiarid, etc.
	seaport	rest one word
	seapower	sendoff (n, um)
	seashore	serious-minded (um)
	seasick	
	seaside	

service-connected (um)	shoo-in	signal tower
serviceman	shootout	signoff (n, um)
servicewide	shopkeeping	sign-on (n, um)
servomechanism	shoplifting	signpost
setback (n, um)	shopowner	signup (n, um)
setdown (n, um)	shoptalk	silk screen
set-in (n, um)	shoreland	silkworm
set-to (n, um)	shore leave	silver-gray (um)
setup (n, um)	shoreline	silver-haired (um)
sevenfold	shortchange (v)	silver-tongued (um)
severalfold	short circuit (n)	silverware
shadowbox (v)	short-circuit (v)	silverworker
shakedown (n, um)	short-circuited (um)	simon-pure (um)
shakeup (n, um)	shortcoming	simple-minded (um)
shallow-draft (um)	shorthand (writing)	simple-witted (um)
shamefaced	short-handed (um)	simulcast
shameworthy	short-lived (um)	singlehanded
sharecropper	short run	single-minded (um)
shareholder	shortsighted	skylight
sharp-angled (um)	short-term (um)	skyline
sharp-edged (um)	short ton	skyrocket
sharpshooting	shortwave (radio)	skyscraper
sharp-witted (um)	showdown (n, um)	skyward
sheep farm	showman	skywriting
sheepherding	showoff (n, um)	slaveholding
sheepkeeping	showpiece	slaveowner
sheepland	shutdown (n, um)	slave trade
sheepman	shut-in (n, um)	sledge hammer
sheepshearing	shut-mouthed (um)	sleepwalking
sheepskin	shutoff (n, um)	sleetstorm
shelf plate	shutout (n, um)	slide rule
shellburst	sickbay	slip-up (n, um)
shellfish	sickbed	slowdown (n, um)
shell game	sick leave	slowgoing
shellhole	sidearms	slow-motion (um)
shell-like	side effect	slowpoke
shellproof	side line (literal)	slow time
shellshocked	sideline (nonliteral)	slowup (n, um)
shelter half	side road	slow-witted (um)
shilly-shally	sideshow	sluice gate
shipboard	sidestep	slumdweller
shipborne	sidetrack	slumlord
shipbuilding	sidetrip	small arms
shipload	sideswipe	small business
shipowning	sidewalk	small businessman
shipshape	sideways	smallpox
shipwrecked	sightreading	small-scale (um)
shipyard	sightsaving	smalltalk
shock wave	sightseeing	smalltown (um)
	signalman	

smart aleck	soft coal	space age
smart-alecky (um)	soft goods	space-based (um)
smart-looking (um)	softhearted	spaceborne
smart set	soft-pedal (v)	spacecraft
smashup (n, um)	soft-soap (non-	spaceflight
smear culture	literal) (v)	space key
smoke-filled (um)	soft-soaped (um)	spaceship
smokeproof	soft-spoken (um)	space station
smokescreen	solid-propellant	space tracking
smokestack	(um)	(n, um)
smoothbore	some	Spanish American
smooth-tongued	somebody	Spanish-born (um)
(um)	someday	Spanish-speaking
smooth-working	somehow	(um)
(um)	someone (anyone)	spark plug
snail-paced	some one	speechwriting
snail-slow (um)	(distributive)	speedboat
snail's pace	someplace (adv)	speedup (n, um)
snowball	something	speedwriting
snowbank	sometime (obsolete)	spellbind
snowcapped	some time (n,	spellbinder
snow cover	preferred adv)	spellbinding
snow-covered (um)	sometimes (adv)	spellbound
snowcraft	somewhat	spendthrift
snowdrift	somewhere	spillover (n, um)
snowline	son-in-law	spillway
snowmobile	sonobuoy	spinoff
snowshoe	sorry-looking (um)	spinup (n, um)
snowstorm	soulmate	spin up (v)
snow-topped (um)	soul-searching (um)	split second
snow-white (um)	sound-absorbing	splitup (n, um)
so	(um)	spoilsport
so-and-so	soundingboard	spokesman
so-called (um)	sound-minded (um)	sportsmanlike
so-seeming (um)	soundoff (n, um)	spokeswoman
so-so	sound wave	spot check (n)
soapbox	sourfaced	spot-check (v)
soap opera	sour grapes	springboard
sober-minded (um)	sour-natured (um)	spring fever
sobersided	southbound	springtime
sobersides	south-central (um)	square-bottomed
sob sister	southeast	(um)
sob story	southeast-bound	square deal
social work	(um)	square meter
social worker	south end	square root
socio (cf)	south side	squeeze play
socio-official	south-southeast	stalemate
socioeconomic, etc.	southward	stalking-horse
rest one word	southwest	standard bearer
	soybean	standard gauge (n, um)

standard time	steel wool	strikebreaker
standby (n, um)	steelworks	strikeout (n, um)
standdown (n, um)	stepbrother,	strikeover (n, um)
standfast (n, um)	stepchild, etc.	strong-arm (um, v)
stand-in (n, um)	steppingstone	strongbox
standoff (n, um)	step-up (n, um)	stronghearted
standoffish	step up (v)	stronghold
standout (n, um)	stick-in-the-mud	strongman
standpat	(n, um)	(nonliteral)
standpatter	stick-to-it-iveness	strongpoint
standpoint	stillborn	strong-willed (um)
standstill (n, um)	still life	stumblingblock
standup (n, um)	stockholder	stupid-looking (um)
starboard	stockpile	sub (pref)
star-spangled (um)	stock-still (um)	sub-Himalayan, etc.
startup (n, um)	stocktaking	submachinegun
statehood	stockyard	sub rosa, etc.
state of the art (n)	stone-cold (um)	sub-subcommittee
state-of-the-art (um)	stonecutting	subpolar,
state of war (n)	stone-deaf (um)	substandard, etc.
state-of-war (um)	stonehearted	<i>rest one word</i>
stateroom	stone wall (n)	sugar beet
statesman	stonewall (v, nonliteral)	sugarcane
statesmanlike	stoplight	sugar-coated (um)
stateswoman	stopoff	summer school
statewide	stopover	summertime
stationmaster	stopwatch	sundown
station wagon	storm-swept (um)	sun-dried (um)
statute book	storytelling	sunlit
statute mile	storywriting	sunrise
stay-at-home (n, um)	stouthearted	sunset
steamboat	stowaway (n, um)	sunshine
steam-driven (um)	straightaway	sunstroke
steam engine	straight face	suntan
steamer-borne (um)	straight-faced (um)	sunup
steamer line	straightforward	super (pref)
steamfitting	straight line	super-Christian, etc.
steam heat	straight-spoken (um)	superegoist
steampipe	straitjacket	superhigh-
steam-propelled (um)	straitlaced	frequency (um)
steamroller (n, um, v)	stranglehold	superpower
steamship	straphanger	super-superlative
steelhearted	strawman (nonliteral)	superhighway, supermarket, etc.
steelmaking	straw vote	<i>rest one word</i>
steel-producing (um)	streambed	supra (pref)
	streamline	supra-abdominal, etc.
	streamlined	
	stretchout (n, um)	

supra-Christian, etc.	theatergoing	tightfisted
rest one word	theaterwide	tightlipped
sure-fire (um)	thereafter	tightrope
sure-footed (um)	thereby	tightwad
sure thing	therefor	timberland
sweepstake	therefore	timeclock
swellhead	thereunder	time-consuming (um)
sweptback (n, um)	thereupon	time frame
sweptwing (n, um)	thickheaded	time-honored (um)
swing shift	thickskinned	timekeeper
swingwing	think tank	timekilling
switchblade	think factory	timelag
switchboard	thinskinned	timepiece
switch tower	third-class (um)	timesaving
switchyard	third-country (um)	time-sensitive (um)
tailgate	third-degree (um)	timespan
tailormade (um)	thirdhand (adv, um)	timetable
tailpipe	third-quarter (um)	time-urgent (um)
take-home (n, um)	thoroughbred	timewasting
takeoff (n, um)	thoroughfare	timeworn
takeout (n, um)	thoroughgoing	titleholder
takeover (n, um)	thought-provoking (um)	title page
takeup (n, um)	three-dimensional (um)	title-winning (um)
talebearer	threefold	today
talemonger	threesome	to-do (n)
taleteller	throughout	toll bridge
tank car	throughput	tollgate
task force	through road	toll road
taskmaster	throughway	tomorrow
tax collector	throwaway (n, um)	tonight
tax dodger	throwback (n, um)	ton-kilometer
tax-exempt (um)	throw line	tone-deaf (um)
tax form	throw weight (n)	toneup (n, um)
tax free (um)	throw-weight (um)	tongue-lash (v)
taxpaying	thunderclap	tongue lashing
tax-supported (um)	thunderhead	tonguetied
teammate	thundershower	tongue twister
teamwork	thunderstorm	tongue-twisting (um)
tear gas	ticketholder	toolbuilding
teenage (um)	ticket seller	toolfitter
teenager	tidal wave	toolkit
tele (cf) all one word	tideland	toolsmith
telltale	tidetable	tool steel
tenfold	tidewater	toolwork
test-fire (v)	tide-worn (um)	toothache
test-fly (v)	tie-in (n, um)	tooth and nail
thanksgiving	tieup (n, um)	toothbrush
		toothpaste

top brass	tramrail	truckstop
top drawer	tramway	truck tractor
topflight (um)	trans (pref)	truck trailer
topheavy	transalpine	true-blue (um)
top-level (um)	transatlantic	trunkline
topline	trans-Canadian, etc.	tryout (n, um)
topliner	transpacific	T-shaped
topmost	transuranic	T-shirt
topnotch	rest one word	T-square
top-secret (um)	transporter- erector-launcher (n)	tube-fed (um)
topside (nautical)	traveltime	tugboat
topsy-turvy	travel-worn (um)	tug of war
torchlight	treatybound	tuneup (n, um)
torpedo boat	treatybreaking	turn
torpedo mine	treatymaking	turnabout (n, um)
torpedo room	tree line	turnaround (n, um)
torpedo tube	tree-lined (um)	turnback (n, um)
torsion bar (n, um)	tree-ripe (um)	turncoat
tossup (n, um)	treetop	turndown (n, um)
touch and go	tree trunk	turn-in (n, um)
touchdown (n, um)	tri (cf)	turnkey
touchup (n, um)	tricolor	turnoff (n, um)
tough-minded (um)	tri-iodide	turnout (n, um)
to wit	tri-ply (um)	turnover (n, um)
town meeting	tristate, etc. rest one word	turnpike
townspeople	tribesman	turnscrew
track-mobile (um)	tribespeople	turntable
tractor-trailer	triple-edged (um)	turned-on (um)
trade-in (n, um)	triple play	turned-out (um)
trademark	tripwire	turret deck
trade name	trolley bus	turret gun
trade-off (n, um)	trolley car	turret ship
trade school	trolley line	turtleback
tradesman	troopship	twenty-first
tradespeople	troop train	twenty-one
trade union	troop training (n, um)	twice-reviewed (um)
trade unionism	trouble-free (um)	twin-engined (um)
trade unionist	troublemaking	twin-jet (um)
trade wind	troubleshooter	twin-screw (um)
trailblazing	troublesome	two-faced (um)
training camp	truckborne (um)	twofold
training ship	truckdriver	two-piece (um)
trainload	truck farm	two-seater
trainmaster	truckline	twosome
trainshed	truckload	two-way (um)
trainyard		two-wheeler
tramcar		typeface
tramline		typescript
		typesetting
		typewriting

ultra (pref)	uni (cf)	vice versa
ultra-ambitious,	uni-univalent	volt-ampere
ultra-atomic,	rest one word	voltmeter
etc.	union-made (um)	volt-second
ultra-English,	union shop	vote-casting (um)
etc.	up	votegetter
ultrahigh-	up-and-coming	vote-getting (um)
frequency (um)	(um)	
ultra-high-speed	upbeat	wage earner
(um)	upcountry	wage-earning (um)
rest one word	update	wage scale
un (pref)	upend (v)	waiting list
un-American, etc.	upgrade	waiting period
uncalled-for (um)	upkeep	walkie-talkie
unheard-of (um)	uplift	walk-on (n, um)
un-ionized	upriver	walkout (n, um)
unMIRVed	upstairs	walled-in (um)
unself-conscious	upstream	walled-up (um)
unsent-for (um)	upswing	wall-like
unthought-of (um)	up-to-date (um)	wallpaper
rest one word	uptown	war
under	upturn	war-fighting (um)
underage (deficit)	upwind	war game
underage (um,	uppercase	war-game (v, um)
too young)	(printing)	warhead
under age (pred)	upper class	warhorse
under contract	upperclassman	(nonliteral)
undercoverman	uppercrust (n, um)	warlike
under cultivation	upper hand	warmaking
(being tilled)	uppermost	warmonger
undercultivation		warpath
(insufficient	value added (n)	warship
cultivation)	value-added (um)	wartime
underdog	very-high-frequency	war-waging (um)
under oath	(um)	war-wearied (um)
under obligation	very-low-frequency	war weariness
under orders	(um)	war-weary (um)
underpriced	vice	war-winning (um)
under secretary	vice admiral	wardheeler
under-	vice-admiralty	wardrobe
secretaryship	vice consul	warehouse
under strength	vice-consulate	warmed-over (um)
(pred;	vice-consulship	warmup (n, um)
understrength	vice minister	warm up (v)
(um)	vice-ministry	washout (n, um)
under suspicion	vice-presidency	watchband
under way (pred)	vice president	watchdog
underway (um)	vice-president-	watchman
as prefix, one	elect	watchword
word	vice-presidential	water-bearing (um)

water body	well-looking (um)	white paper
waterborne	well-off (um)	(diplomatic)
watercolor	well-read (um)	whitewash
water-cool (v)	well-spoken (um)	whoever
waterfall	wellspring	wholehearted
water-filled (um)	well-thought-of (um)	wholesale
waterflow	well-thought-out (um)	wholesome
waterfront	well-to-do	wide-angle (um)
waterhole	well-wisher	wide-area (um)
water level	well-worn (um)	wide-awake (um)
waterline	westbound	wide gauge (n, um)
waterlogged	west-central (um)	wide-open (um)
water main	west end	wide-ranging (um)
waterman	westmost	wide-scale (um)
watermark	west-northwest	widespread
waterpower	westward	widthwise
waterproof	wetland	wildlife
watershed	wheatfield	willpower
waterside	wheatgrower	willy-nilly
water-soaked (um)	wheatland	wind
water-soluble (um)	wheat-rich (um)	windblown
water table	wheatstalk	windborne
watertight	wheelbarrow	windbreak
waterway	wheelbase	windburn
wavelength	wheelbox	windchill
wave-swept (um)	wheelchair	windfall
weak-kneed (um)	wheelpower	windmill
weaponmaking	whereabouts	windpipe
weasel-worded (um)	whereas	windpower
weasel words	whereby	windproof
weatherbeaten	whereupon	windshield
weather-hardened (um)	wherever	windspeed
weather map	wherewithal	windstorm
weatherproof	whichever	windswept
weatherstrip	whipcord	windward
weekend	whip hand	windup (n, um)
weekender	whiplash	wing flap
weeklong (um)	whirlpool	wingspan
week-old (um)	whistlestop	wingspread
well-being (n)	white book	wingtip
well-born (um)	(diplomatic)	winterkill
well-bred (um)	whitecap	winterproof
well-doer	(nonliteral)	winter-sown (um)
well-drilling (um)	white-collar (um)	wintertime
well field	white count	winter wheat
wellhead	white flag	wire line
wellhouse	white goods	wirephoto
well-informed (um)	white lie	wiretap
well-known (um)		wisecrack
		wise guy

wise-spoken (um)	workmanship	wrongdoer
witch hunt	work order	wrong-minded
withdraw	workout	(um)
withhold	worksaving	wrong-thinking
within	worksheet	(um)
without	work shift	wrought iron
withstand	workshop	
woodland	workspace	X-ray
woodpulp	workup	X-haped
woodwork	workweek	
woolgathering	workyard	Y-class (n, um)
wool-lined (um)	working-class	yearbook
woolshearing	(um)	yearend
woolworking	working day	yearlong (um)
wordbook	working-level	year-old (um)
wordbuilding	(um)	year-round
wordcraft	workingman	(um)
wordlist	workingwoman	yellow fever
wordplay	worldbeater	yes-man
work	worldwide	yesterday
workday	wornout (um)	Y-joint
workflow	worrywart	young-looking
work force	worthwhile	(um)
workhorse	wrap-up	youthlike
workload	write-in (n, um)	zero-sum (um)
workman	writeoff (n, um)	
workmanlike	writeup (n, um)	zigzag